

## **JOB DESCRIPTION 2008**

### **FOR PROSPECTIVE SELF-EMPLOYED COUNSELLORS wishing to be considered to join the DRCS team of counsellors**

- DRCS counsellors must be able to provide both short-term (six sessions) and longer-term counselling to DRCS's clients.
- DRCS counsellors must have a person-centred base but be willing and able to work in an integrative way.
- DRCS expects all its counsellors to work within the British Association for Counselling and Psychotherapy (BACP) Ethical Framework for Good Practice in Counselling and Psychotherapy.
- All counsellors joining the DRCS team should have BACP or equivalent accreditation with a national professional body or be genuinely working towards accreditation.
- Counsellor who join the team will be placed on DRCS's counsellor register, some on the register will work regularly and some will be available to work on a locum basis, to be negotiated as the need arises.
- Counsellors are expected to follow DRCS's administrative procedures and complete DRCS's standard administrative paperwork associated with each client or counselling hour.
- Counsellors are expected to attend periodic service meetings.
- The number of hours per week offered by the counsellor will be negotiated and cannot be guaranteed. Ideally counsellors will have some flexibility.
- Supervision for all counselling work done for DRCS is provided by the DRCS Supervisor(s). DRCS clients should not be taken to outside supervision. DRCS supervision is free to the counsellor.
- Minimum requirements for supervision follow:
  1. When working for DRCS, counsellors are expected to attend one x 1 hour individual supervision session per month.
  2. Counsellors who provide counselling for DRCS only are expected to attend a minimum of 1 x 1.5 hours Group Supervision per month, with the DRCS Counsellor Supervisor.
  3. Counsellors who provide counselling elsewhere are encouraged to attend Group Supervision in as many months as possible but are not required to do so as long as the counsellor is meeting BACP requirements concerning supervision.
  4. Counsellors who are on the register but not currently working are not expected to attend DRCS supervision.

**BACP Accredited Service**  
**Patrons: Professor Colin Feltham ▪ Mrs C M N Crowther**

## DRCS Counsellor Job Description

- All DRCS counsellors are expected to keep up their professional and personal development.
- All counsellors selected by DRCS to provide the counselling services for DRCS clients are self-employed, and responsible for their own Income Tax and National Insurance payments.
- The current rate paid to DRCS self-employed counsellors is £17 per counselling hour for daytime appointments (starting before 5 pm) and £20 per counselling hour for evening appointments (appointments beginning at 5pm or later for fee-paying clients). The rate also covers associated administrative work; additional payment is not made for administrative time.
- All paid DRCS counsellors must have their own professional liability insurance.
- All DRCS counsellors should have an understanding of and a commitment to the voluntary sector.
- It is hoped that any prospective counsellor would be willing and able to fit well with the existing team of counsellors.