



Job Description for Volunteer Counsellor

The Sexual Violence Alliance (SeVA) provides counselling and support services for men and women survivors of sexual violence past and present. Working in a confidential setting, Seva volunteer counsellors help people explore their feelings and emotions which are related to their past experiences. Through listening non-judgementally and offering clients a safe space to be able to talk about their experiences and express their feelings and anxieties, clients are able to make sense of their experiences and are enabled to make changes in their lives if they decide to do so. Counsellors do not give advice but help clients make their own choices within an agreed counselling contract.

Typical Work Activities

- To establish a relationship of trust and respect with clients
- To agree SeVA's counselling contract with clients, which includes our confidentiality policy
- To listen actively to clients concerns and empathise with them
- To accept without bias issues raised by the client
- To help clients gain a deeper understanding of their concerns
- To help clients understand what choices are open to them in the future
- To refer clients to other sources of help as appropriate
- To liaise as necessary with other agencies and individuals to enable clients to deal with their own particular issues.
- To attend monthly individual and group supervision sessions regularly and any training days which Seva provides, the costs for both supervision and training are met by SeVA.
- To keep appropriate records and such quality assurance documents as Seva requires
- To abide by the policies and procedures of Seva
- To be mindful of working as part of an organisation. To be punctual and thoughtful, and to be responsible for communicating with the organisation.
- To keep up to date with continual professional development by attending such training courses as might be useful
- To be responsible for self care and to feel enabled to arrange to take time off if necessary