

**BEDFORDSHIRE OPEN DOOR
Counsellor Personal Specification**

| Requirement | Essential Criteria | Desirable Criteria |
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| Counselling training | Counselling Diploma Level 4 or equivalent | Course to have included module on working with adolescent clients. To have a minimum of 80 hour online/ telephone counselling qualification |
| Personal work | Shows evidence of having undertaken a significant amount of personal develop work. | |
| Professional Body | BACP membership and registration or equivalent | Accredited or working towards |
| Counselling experience | A minimum of 100 hours face to face sessions | 1 year's face to face experience of counselling young people, preferably in an agency setting |
| Ability to work in an agency | Willing to work to BACP Code of Ethics and BOD Confidentiality Policy. Willing to participate in group supervision | Experience |
| Knowledge of client group | Demonstrates insight into young people's feelings, concerns and challenges | Has worked with young people in a caring setting |
| Motivation | Ability to demonstrate the desire to achieve an excellent standard in the field of practice Ability to demonstrate commitment to working within an agency as part of a team To attend in-house trainings To attend counsellor meetings To attend the Annual General Meeting | |

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| Work with others from different training backgrounds | Willing to learn from the training and experience of others | Evidence of that ability |
| Commitment | <ul style="list-style-type: none"> • Can commit to a minimum of 2 hours per week counselling plus 1½ - 2 hours supervision every 2 weeks • Can offer 1 Saturday morning approximately every 2 months for drop in • Can commit to attending team meetings when requested • Willing to keep up-to-date client records and case notes at the agency • Demonstrates an understanding of a user-centered approach • Shows an interest in making a long-term commitment to the organisation • Will take responsibility to fulfill 30 hours CPD training a year as per BACP recommendations | A wider commitment to the agency's work, i.e. shows a willingness to undertake extra tasks and continued professional development in line with agency requirements |