

PLACEMENT/VOLUNTEER COUNSELLING SCHEME – CRITERIA FOR APPLICATION

1. In order to be eligible to apply for the scheme, all placement/volunteer counsellors must have undergone one-to-one supervision sessions for at least 80 hours of clinical work.
2. Applicants should preferably be in their last year of training or fully qualified.
3. Applicants should not have been an Adult Counselling/Child and Family Service user at PAC-UK within the previous 24 months prior to applying to be a placement counsellor.
4. PAC-UK has clinical responsibility for the cases.
5. Supervision takes place approximately every two weeks and takes place at a regular time in agreement with the Placement Supervisor.
6. Attendance at all supervision sessions is compulsory, unless otherwise agreed with the Placement Supervisor.
7. Service users are offered up to 18 weekly sessions. Service users are required to commit to at least 6 sessions in order to be seen under this service. The majority of service users tend to use all 18 sessions.
8. Sessions could be taped for counsellors' own supervision purposes, providing the service user is agreeable. The counsellors would have to provide their own equipment and be prepared to play a segment of the session during supervision.
9. Placement/volunteer counsellors are invited to attend internal staff training events and often have the possibility of attending other major training events organised by PAC-UK.
10. Case notes must be kept in service user electronic case files and records kept up to date, in accordance with PAC-UK's Records Policy and Procedures.
11. After initial allocation, placement/volunteer counsellors are responsible for all contact with service users, either by letter, telephone or email.
12. Service users are not permitted to continue privately with their placement/volunteer counsellor until a gap of two years has occurred. They can be referred to other counsellors at PAC-UK. Counsellors are not permitted to see service users socially.
13. Placement/volunteer counsellors must stay abreast of all PAC-UK's Policies and Procedures, a copy of which will be provided to them during their induction.
14. Counsellors must ensure that PAC-UK's Equal Opportunities Policy and Procedure and PAC-UK's Safeguarding and Promoting Welfare Policy and Procedures are adhered to and reflected in service provision at all times.