PERSON SPECIFICATION SHEET FOR COUNSELLING ADMINISTRATOR

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| **HEADINGS** | **ESSENTIAL** | **DESIRABLE** |
| **SKILLS**  **&**  **ABILITIES** | * Can work well with people. * Ability to make decisions on own initiative * Clear communication skills * Computer skills * Organisational, planning and prioritising skills * Good time management |  |
| **EXPERIENCE**  **&**  **KNOWLEDGE** | * Experience in counselling service or GP setting * Understanding of principles and practices within a counselling service | * Experience of voluntary work |
| **EDUCATION**  **&**  **KNOWLEDGE** | * Relevant Third Level Qualification or Participation in second chance educational opportunities in relevant area   - Family Support |  |
| **PERSONALITY** | * Non-Judgemental & empathetic * Positive outlook * Good social skills * Respectful and Patient * Good listener * Friendly and Confident * Team Player * Discrete person who recognises the importance of maintaining confidentiality and boundaries particularly in a counselling service |  |
| **VALUES** | * Values people’s judgement and thinking * Honest and Trustworthy * Has an understanding of mental health issues * Committed to Community Development Ethos and Practice * Encouraging and Empowering * Has an understanding of Racism, Discrimination and Equality Issues. |  |

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