



Counsellor/Project Worker

Job Description & Person Specification

- Full-time role, 35 hours per week
- This role is based in both SRCC's head office in Sligo Town and our Leitrim outreach centre based in Carrick-on-Shannon.
- The successful applicant will be required to undergo Garda Vetting and abide by all organisational and national policies and procedures regarding child protection and safeguarding.
- Person Specification
 - o Essential
 - Recognised Level 8 or Level 9 qualification in counselling and psychotherapy
 - Membership of a recognised accreditation body e.g. IACP, IAHIP, BACP
 - At least two years experience in a general office administration position
 - o Desirable
 - Experience in supporting people affected by sexual violence and trauma
- Job Description
 - o Providing one-to-one counselling sessions to an assigned case load of clients
 - o Carrying out intake assessments with new clients as required
 - o Providing support to individuals via the SRCC freephone helpline and clients on the waiting list for counselling
 - o Carrying out general administrative tasks, including data collection and entry, statistics and creation of reports
 - o Responsible for office and administrative management in our Carrick-on-Shannon centre
 - o Raising awareness and further developing services in Leitrim by building relationships with local service providers and interagency partners
 - o Providing administrative and organisational support to SRCC projects and initiatives
 - o Assisting with delivery of outreach activities including information talks and workshops

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- Any other relevant tasks as required