**The Sexual Health Centre is Seeking to recruit a Part-Time Counsellor/ Psychotherapist**

**Contract Duration**: This is a part-time, 1-year fixed term contract 14 hours per week

**Salary:**  €49,211.48 *pro rata*

**Location: Sexual Health Centre Offices, 18 South Mall, Cork**

***Key Responsibilities:***

The Counsellor/Psychotherapist will:

* Provide counselling services in line with the code of ethics of the Sexual Health and which comply with legislation, the ethos of the Sexual Health Centre and best practices in the field
* Provide a professional, non-judgemental, non-directive pregnancy counselling service for people affected by crisis and unexpected pregnancies and their significant others, where appropriate
* Deliver an in person and online counselling, service as required and/or where appropriate
* Ensure that the rooms used for this service are maintained in accordance with Health and Safety and good practice guidelines
* Actively seek new opportunities to promote awareness of the services offered by the Sexual Health Centre Ltd.
* Participate in the telephone Helpline service
* Maintain appropriate records in accordance with legislation and information requirements of the Sexual Health Centre Ltd. and funders
* Engage in supervision, management and staff meetings as required
* Liaise and network with other service providers, healthcare professionals and other stakeholders as appropriate
* Participate in any national initiatives as appropriate
* Participate in training and future development of the service
* Provide pregnancy testing in line with the code of ethics of the Sexual Health Centre.
* Provide day-to-day office and administrative duties as required
* Complete data collection and collation for a variety of funders and services as required
* Work within the Sexual Health Centre Ltd’s internal pathways to refer clients to the appropriate professional team member or external service
* Work within the Policies, Procedures Protocols and Guidelines of the Sexual Health Centre Ltd.
* Monitor and evaluate work as required, keeping secure written and statistical records of work undertaken and providing reports as required
* Represent the Sexual Health Centre Ltd. at events, conferences, meetings etc.
* Establish and maintain an excellent rapport with clients to create a respectful and trusting relationship whilst providing ‘persistent and challenging support’
* Ensure a healthy and safe working environment for clients and other staff
* Participate in the overall administration of the Counselling and Psychotherapy team
* Perform other duties commensurate with the nature of the post. It is important that all members of staff are prepared to take on additional duties or relinquish existing duties in order to maintain efficient running of the organisation. All roles will develop, and the Sexual Health Centre Ltd. may change the role scope in consultation with the post holder

***Essential Requirements:***

* Counselling qualification of level 9 QQI
* IACP/IAHIP accreditation or equivalent.
* A minimum of 3 years’ counselling experience.
* Knowledge and experience of Crisis and Unintended Pregnancy Counselling and support is desirable

***Terms and Conditions:***

**Salary:** €49,211.48 – *pro rata*

**Contract:** I year fixed term contract

**Hours:** Part-time contract based on14 hours, per week. Due to the nature of the post, some evening or weekend work may be required

**Holidays:** 24 days annual leave *pro rata*

The Counsellor will report to the Head of Operations.

***Application Process:***

Please e-mail your CV and Cover Letter, outlining your suitability for the post, to Muire O Farrell, Operations Manager at muire@sexualhealthcentre.com. Please include Part-Time Counsellor/ Psychotherapist in the subject line.

The closing date for receipt of applications is Monday 8th September at 5.00 pm.

**The Sexual Health Centre is a pro-choice organisation and an equal opportunities employer.**