



Personal specification Therapeutic Assistant		
Criteria	Essential	Desirable
<p>Qualifications</p> <p>Min. Diploma level qualification in Counselling</p> <p>Registered with a professional body (i.e. BACP/ACC)</p> <p>Recent child protection/safeguarding training.</p>	<p>E</p> <p>E</p>	<p>D</p>
<p>Skills/competencies</p> <p>Ability to establish and maintain effective communication with clients and external organisations.</p> <p>Ability to implement and maintain systems for monitoring and evaluating work, including statistical analysis.</p> <p>Ability to manage own workload and use initiative.</p> <p>Ability to work well in a team and provide one to one support to individuals</p> <p>Exceptional organisation, planning and administration skills including using Microsoft Office programmes without assistance from others</p> <p>Self-motivated, punctual, tenacious, reliable and able to maintain confidentiality.</p> <p>Excellent written and spoken (face to face and phone) communication skills.</p> <p>Ability and experience of working flexibly in a small team and building strong relationships with colleagues.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	
<p>Experience</p> <p>Experience in assessing safeguarding concerns for adults and young people and the ability to act on these in accordance with relevant safeguarding procedures.</p> <p>Experience in carrying out mental health assessments including assessment of risk, analysis of strengths and protective factors.</p> <p>Experience in assessing and allocating youth and adult clients within a team of practitioners</p>	<p>E</p>	<p>D</p> <p>D</p>



Post qualification counselling experience.	E	
Experience of working in a counselling/ therapeutic environment and maintaining confidentiality within an organisation	E	
Personal qualities Sympathetic to / sharing the Christian ethos and vision of Wellspring.	E	