



Volunteer Application Pack 2009

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Volunteer Support Work

Please read the information enclosed, before deciding whether you are interested in volunteering for us.

We are looking for volunteer counsellors/support workers with a commitment to working with women who have experienced sexual violence. Applicants who are accepted onto our training course after interview will be required to successfully complete 36 hours of specialised training, and further mandatory training. Volunteer support workers commit to us for a minimum of 2 years.

We do not allow any tapes or transcripts of counselling sessions.
If tapes of supervision sessions are required, these will be destroyed after use.

Please complete the enclosed application form and return it with copies of any relevant certificates as soon as possible. Interviews will then take place and the training course will commence when we have a new minimum group of 6 - 9 new volunteers.

Thank you for your interest in our organisation.

Yours sincerely

Janette Lord
Centre Manager &
Training Officer

VOLUNTEER ROLE OUTLINE- COUNSELLOR/SUPPORT WORKER

This agreement is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or in the future.

Prospective volunteer SW's for NRICC will receive 36 hours specialised in-house training, following an induction period at the centre. Upon successful completion of this, they will begin counselling and client support work.

Counselling/client support work will be at the centre in Northampton or Kettering or alternatively take place at a client's GP Surgery. There may also be occasions when clients will request support during visits to relevant agencies e.g. Police station, Court, GUM Clinic.

KEY RESPONSIBILITIES

To remain an active Support Worker at NRICC for a minimum of two years from the date of commencement of duties

To attend the centre on predetermined days and times to provide a minimum of three counselling sessions per week to include support and admin time

To attend and prepare for, supervision sessions with her supervisor, for a minimum of 1.5 hours per month according to BACP ethical Framework for Counselling and Psychotherapy.

To comply with office procedures as laid down in the Handbook. These are handed to the SW during induction and may be changed from time to time. The SW should read and comply with any changes that occur.

To comply with all policies and procedures of the service, including the Health and Safety Policy.

To abide by the BACP Ethical Framework for Good Practice in Counselling and Psychotherapy.

To attend a minimum of 2 internal workshops a year as an important part of training and continued professional development. Failure to attend will be addressed with the SW.

To make sure all appointments are logged in the counselling diary and notify the client and the centre immediately if you have to cancel or alter an appointment.

To arrive in time to check for messages, and prepare yourself and the room for the client

NRICC

EQUAL OPPORTUNITIES MONITORING FORM

Information for Applicants

NRICC is committed to ensuring that all associated with the service are treated fairly and consistently and that no individual is disadvantaged or discriminated against as a consequence of their ethnicity, age, disability or any other personal characteristics which have no bearing on a person's ability to fulfill a role. In order to assist the Service in monitoring its recruitment policies AND FOR NO OTHER REASON, you are urged to complete the monitoring form below. Information is treated in **STRICT CONFIDENCE**.

Role.....

Ethnic background

Please give two words that describe your ethnic background. Examples are White British, Caribbean British, Asian, Bangladeshi

Age: _____

Access Issues

Tick any that apply to you

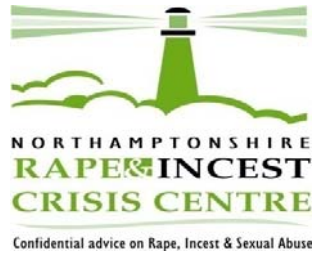
Mobility	Vision	Hearing	Speech
Learning	Mental Health	Language (please state)	

Something else (Please tell us)

Sexuality

Tick which best describes your sexuality

Lesbian	Bisexual	Heterosexual (straight)
Unsure	Celibate	Other



VOLUNTEER SUPPORT WORKER - APPLICATION FORM

Part one

Personal Details

Full Name.....DOB.....

Address.....

Post Code.....

Tel: homeMobile Work

Email:

.....
 (To be made available within the organisation)

Part Two

General Background Information

1. Please list any qualifications you have which are relevant to volunteering to work with our service

Qualification	Awarding Body	Date obtained

2. If you are currently studying on a counselling course, please give details

.....
.....

3. Please list any work or other experience which you consider relevant

Dates from/to	Job/experience (explain duties briefly)	Employer/agency etc

4. Please say why you are interested in counselling at NRICC:

.....
.....
.....
.....
.....

5. Please state how you might work with the women who come to us for help.

7. REFEREES

Please could you give details of two people (other than relatives) to whom reference may be made. If possible one reference should be academic/professional, the other personal.

If you are on a counselling course at present, one of the referees should be a tutor on the course.

Name	Address
1.
.....

(capacity)

Email:.....

2.
.....

(capacity)

Email:.....

I understand that because of the personal nature of the work of the Service it will be necessary to make enquiries about my suitability. I therefore consent to referees being contacted. References will be taken up following an offer of a place on the training course

Please tick

CRIMINAL RECORD BUREAU CHECK

If you are accepted as a volunteer counsellor you will be subject to a CRB check before you can begin counselling.

I became aware of this opportunity through:

Please specify.....

DECLARATION

In this section you are asked to make the declaration and basic commitments which will be the basis of your relationship with NRICC

Please tick

I have read and agree to abide by the arrangements indicated in the Description of Role

If selected, I undertake to work under the direction of the Centre Manager, and Supervisor to offer at least 3 counselling sessions per week and to participate fully in the programmes of training, supervision and additional support

If selected, I will actively support the aims and purposes of NRICC

I declare that I have not been convicted of a criminal offence, the sentence for which is either not yet "spent" or is excluded from rehabilitation by the 1944 Act and that I will do nothing to bring NRICC into disrepute.

If selected I will abide by the BACP's Ethical Framework for Good Practice in Counselling and Psychotherapy.

The foregoing declarations are made as part of my application for selection for training and volunteering as a NRICC support worker.

I certify that the information contained in this application is true and accurate

Signed.....Date.....

Please return to:

Janette Lord
NRICC
4 St Giles Terrace
Northampton NN1 2BN

VOLUNTEERING FOR NRICC

Introduction

Sexual violence disrupts women's lives. NRICC is a local charity run by women for women and girls who have experienced sexual violence, whether recently or in the past. We have been operating since 1986. We are a rape crisis centre offering a professional service that women want and use. The name change reflects the broader aims of our organisation and makes it easier for women to approach/contact the service. NRICC are Organisational Members of BACP "As an Organisational Member of BACP we are bound by its Ethical Framework for Good Practice in Counselling and Psychotherapy.

Our objectives are to :

- Provide a free counselling, support and information service for women and girls who have experienced sexual violence/abuse, whether recently or in the past. (Counselling is person centred with other approaches integrated as appropriate)
- Provide other services to support our aims e.g. training, awareness raising, outreach and research
- Work in partnership to make sure the needs of sexually abused women are recognised in other service provision.

Practical help, offered when necessary, can include accompanying the woman to relevant agencies, including the Police, GP, GUM Clinic, Family Planning and Courts. We also have information on where other forms of help can be obtained.

We aim to spread understanding about the effects of sexual violence upon any female and to dispel the myths surrounding rape and sexual assaults. In order to do this we provide talks and training and community groups, professional organisations, colleges, universities and other relevant agencies.

NRICC has developed specialist knowledge and skills in the psychological, physical and practical areas of sexual violence. Evidence of the need for this specialist service can be seen in the growth in demand for the Service since 1986.

Confidentiality

We offer a confidential service to the women who come to us for counselling. In line with our confidentiality policy we do not allow tapes or transcripts of taped sessions. If tapes of supervision sessions are required, these will be destroyed after use

Staffing

The centre is run by a small team of full and part time workers. We are interested in receiving applications for volunteering in any of three voluntary capacities. We are keen to encourage applications from older women, women with disabilities and from ethnic minority communities.



1. VOLUNTEER COUNSELLORS/CLIENT SUPPORT WORKERS

Volunteer Counsellors have a variety of qualifications and experience. Their counselling qualifications vary from MA, Diploma, Certificate, qualifications in Supervision, and those who are currently studying for professional qualifications. We require women who are applying to become volunteer counsellors:

- ✓ To be at least 25 years old.
- ✓ To have a minimum of Level 1 in counselling by the time they start client support work and/or are continuing to study for further counselling qualifications.
- ✓ To have a commitment to ongoing counselling training.
- ✓ To complete an application form - providing two references.
- ✓ To attend interview
- ✓ To complete our training course - Rape Crisis Counselling
- ✓ To complete our period of induction

If accepted onto the training course, trainees are required to sign a learning agreement. The course runs over 36 hours. Trainees are required to attend 80% of training sessions:

- ✓ On successful completion of the course, Client Support Work will commence with previously assessed clients who have been suitably matched to the skills of the individual SW.
- ✓ On completion of the 2 years voluntary service or on payment of £250 if the 2 year period has not been completed, trainees are awarded an NRICC Certificate in Rape Crisis Counselling.
- ✓ Counsellors are required to attend ongoing mandatory training.

Volunteer SW's are invited to make a commitment to work with us for a minimum of 2 years and to:

- ✓ To provide counselling for a minimum of 2 clients per week.
- ✓ To attend regular supervision sessions of their counselling work.
- ✓ To sign our Confidentiality Policy and abide by all of the Centre's policies (e.g. Equal Opportunities, Health & Safety). This is required of all NRICC staff and volunteers.

