

Therapeutic Coordinator Person Specification

E = Essential, D = Desirable for applicant to meet relevant standard

Criteria	Standard	E/D	Measured by
Work Experience	Experience working directly with clients within counselling, mental health, well-being, advocacy, domestic abuse, sexual violence or other trauma-informed support services.	E	Application Form/ Interview
	Experience of working collaboratively within multidisciplinary or multi-agency environments.	E	Application Form/ Interview
	Experience in undertaking client assessments and determining appropriate support pathways	E	Application Form/ Interview
	Experience of independently managing an active client caseload or coordinating ongoing client support		Application Form/ Interview
	Experience of providing direct emotional support to individuals experiencing distress, trauma or abuse	E	Application Form/ Interview
	Experience of supporting counselling or therapeutic services.	D	Application Form/ Interview
Qualifications	Level 4 qualification (or above) in Counselling, Mental Health, Psychology, Social Care, Therapeutic Support or a related	E	Application Form

	discipline, or demonstrable equivalent professional experience within a therapeutic support setting.		
	Mental Health First aid, ASIST or other relevant wellbeing or safeguarding training.	D	Application Form
	Good standard of English and Mathematics	E	Application form
	To have completed training in supporting survivors of sexual violence	D	Application form
Knowledge	Sound understanding of trauma-informed practice and its application when working directly with clients.	E	Application Form/ Interview
	Knowledge of safeguarding legislation, risk management and professional boundaries.	E	Application Form/ Interview
	Understanding of counselling processes, referral pathways and therapeutic interventions	E	Application Form/ Interview
	Understanding of equality, diversity, inclusivity in person-centred practice.	E	Application Form/ Interview
	Knowledge of confidentiality, GDPR and information governance requirements.	E	Application Form/ Interview
	Knowledge of current developments in Trauma-Informed therapeutic practice.	D	Application Form / Interview

Skills	Excellent assessment, communication and interpersonal skills	E	Application Form / Interview
	Ability to build trusting professional relationships with individuals experiencing trauma	E	Application Form / Interview
	Ability to assess need, exercise professional judgement and make appropriate decisions regarding support pathways	E	Application Form / Interview
	Ability to identify changing levels of risk and respond appropriately	E	Application Form / Interview
	Strong organisational skills with the ability to manage competing priorities and a varied workload	E	Application Form / Interview
	Excellent written communication and record-keeping skills	E	Application Form / Interview
	Ability to work independently while contributing effectively within a multidisciplinary team	E	Application Form / Interview
	Excellent IT skills, particularly of client databases and case management systems, including report building, data management, audit and quality management	E	Application Form / Interview
Attitude & Professional Practice	Commitment to working within all RSACC policies and procedures	E	Application form/Interview
	Commitment to trauma-informed, person-centred practice	E	Application form/Interview

	Commitment to equality, diversity and inclusion	E	Application form/Interview
	Ongoing commitment to own wellbeing and self-care.	E	Application form/Interview
	Demonstrate commitment to ongoing personal and professional development and able to acknowledge and state own learning needs	E	Application form/Interview