

Professional Codes and Guidelines

4. SELECTION OF COUNSELLING PERSONNEL

1. SELECTION CRITERIA

Selecting appropriate personnel for counselling work is crucial to the maintenance of an effective profession. While it is recognised that there are difficulties in defining and specifying prerequisite personal qualities and skills for those selected for training and appointment, the following points are recommended as a guide.

A. Personal Qualities

The following are the basic qualities that those who wish to take part in a training course or be appointed to a guidance and/or counselling position should possess.

a) Self knowledge

Candidates should have a high level of self-awareness and an awareness of self in relation to others. They should be emotionally stable, self confident, resilient and trusting of others.

b) Sensitivity

Candidates should be sensitive to the needs and feelings of others. This must include an acknowledgement of, and respect for, differences stemming from race, gender, age, class, religion, disability and/or sexual orientation. Candidates should demonstrate a willingness to understand the Treaty of Waitangi and its implications for counselling practice.

c) Empathy

Candidates should be able to listen to and work effectively with the pain and distress of others.

d) Communication skills

Candidates should have effective interpersonal skills and an ability to communicate ideas clearly in oral or written form.

e) Respect from others

There should be evidence that an applicant is respected and accepted by others and is able to work effectively and constructively with them.

f) Professional awareness

Candidates should demonstrate awareness of boundaries and ethical issues and function in a safe, responsible manner.

g) Self-development

Candidates should have a commitment to ongoing personal and professional development and should be prepared to undertake their own personal counselling when necessary.

B. Supervision

Candidates should be prepared to undertake regular professional counselling supervision.

C. Experience (Personal and Professional)

There needs to be some indication that an applicant's experience demonstrates a fundamental interest in and concern for people. Candidates therefore should have relevant pre-training experience before being appointed. Prior experience could include studies in recognised institutions and/or courses related to counselling experience in helping and counselling situations. The Association recognises the necessity for selectors to consider candidates on their merits in relation to the needs of the client group and/or community to be served.

D. Training

Where appropriate training has not been undertaken, candidates must be prepared to complete relevant training.

2. SELECTION PERSONNEL

The personnel involved in the selection process should represent the needs of the client group, the employers and the counselling profession.

3. JOB DESCRIPTION AND PERSON SPECIFICATION

A detailed job description and a person specification should be provided to candidates and members of the selection panel prior to a selection interview.

4. EVIDENCE

Candidates should be encouraged to present evidence to demonstrate their skill, competence and suitability for the position. This information may be gathered from whanau / support people, references, video/audio tapes, case studies, and demonstrations.