

**Sponsorship Program
Job Description**

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| TITLE OF POSITION | Psychosocial Counselor- Officer |
| LOCATION OF THE POSITION | |
| CONTRACT LENGTH | One Year (Renewable) |
| GRADE | |
| WORKING AREA | |
| <p>CHILD SAFEGUARDING: The position holder will frequently have direct contact with children and/or young people in their day-to-day work. S/he will have to abide by safeguarding, protection from sexual exploitation, abuse, and harassment (PSEAH) policy including the organization's code of conduct. S/he will have to maintain dual adult rules while visiting/meeting with children.</p> | |
| <p>ROLE PURPOSE: The position holder will have overall responsibilities for providing psychosocial counseling to children and their parents. S/he will also be responsible for psychosocial related awareness raising and conducting individual and group counseling at schools, homes, and communities. The position holder will be responsible for identifying new cases, filling consent forms of clients, entering data, providing psychosocial counseling sessions, and filling out case close forms online or offline. S/he will also be responsible for coordinating with community structures and the organization's project team.</p> <p>The position holder will also be accountable and responsible for field-based psychosocial counseling and will spend 80% of his/her time in the field and 20% of the time in local-level coordination, networking, reporting, and recording.</p> | |
| <p>SCOPE OF ROLE: Reports to : Sr. Project Coordinator Staff reporting to this post: NA Budget Responsibility: NA</p> | |
| <p>KEY AREAS OF ACCOUNTABILITY:</p> <p>Program Planning, and Tracking</p> <ul style="list-style-type: none"> ● Prepare a monthly plan of action to conduct individual and group counseling based on community, school, and children's requirements. ● Track a plan of the group counseling at CC, MCCN, WCCN, LCRC, WCRC, schools, farmers' groups, adolescent and health mother's groups. ● Prepare a plan of action for individual psychosocial counseling. <p>Quality Program Implementation</p> <ul style="list-style-type: none"> ● Initiate and conduct budgetary or non-budgetary group psychosocial counseling in program areas. ● Provide timely and regular psychosocial counseling to clients and maintain a record of each psychosocial counseling online and offline. ● Consult with SCI's focal person to refer the cases if required. ● Work in collaboration with Program team (CP, Education, Health, Livelihood) to develop MHPSS messages awareness raising in a large scale <p>Coaching, Mentoring and Supervision</p> <ul style="list-style-type: none"> ● Orient/train on psychosocial counseling to staff, volunteers, case workers, and relevant stakeholders. | |

- Supervise the case progress and lead to the case closer process.

Data collection and data management

- Collect data on psychosocial counseling needs, case identification, and case closure of each case every month.
- Collect the voice of the client regarding service quality and change in his/her life and share with SCI's CP & CRG technical person monthly.

Project Reporting

- Provide and share psychosocial counseling and case-closed data in staff meetings, quarterly, semi-annual, and annual reporting.
- Prepare the case story, success story, and change story each month with the line manager and SCI's thematic person.

Project Compliance

- Comply with all relevant **organization's** policies and procedures with respect to administrative and financial policy, safeguarding, zero tolerance, child protection, health and safety, equal opportunities, and other relevant policies.
- Maintain close coordination, share weekly updates and seek technical backstop to maintain donor terms and conditions as mentioned in program/project compliance.

Integration

- Provide psychosocial counseling on CP's issues, out-of-school children, carrier counselling to youth, CwD, and CEFM's cases in coordination with all themes in the sponsorship program.

Coordination, Collaboration, and networking

- Maintain close relation with other themes and sectors for effective psychosocial counseling.
- Coordinate with functional networking, local Government, stakeholders, and including line agencies communities, civil society, and donor agencies to receive their support for collaboration and smooth functioning of the program.

Representation

- Represent in meetings, training, workshops, and interaction programs related to Psychosocial counseling at local levels as and when required.

Occasional Duties/Humanitarian

- Perform other tasks and duties assigned by the line manager.
- Perform dual roles in development and humanitarian during emergencies.

Qualification, Skills, and Experience:

- The candidate must have a bachelor's in any discipline along with six-month psychosocial counseling training or Post Graduate Diploma (PGD) in Counseling Psychology. A master's degree in psychology would be preferable.
- At least 2 years of working experience as a psychosocial counselor.
- Able to work in self-motivated and case-focused counseling in communities.
- Able to provide orientation/training on psychosocial counseling.
- Able to provide individual and group counseling at home, school, and community.
- Skills and ability to work on the computer and use email, and internet. Able to prepare reports in Microsoft Word and Excel and submit them to the Sr.PC and SCI's focal person.
- Preference will be given to those who can understand and speak local languages and have their own two-wheeler vehicle with a valid license.

