

Job Description

Job Title	: Counsellor
Department	: Program
Location	: Delhi/NCR
Direct reporting to	: Program Manager
Functional reporting to	: Program Manager
Responsible for	: No reporting team member.
Nature of employment	: Permanent

Job Purpose:

Under the supervision of Program Manager, the community-based Counsellor works closely with the project team to spearhead the resilience building program for both the children and the parents. The post holder will build relationships between RCI, the children, adolescents and the parents and the community. He/she will be responsible to monitor and guide the mental health interventions and support the establishment of Community mobilization teams' awareness raising activities. The Counsellor will closely engage community members to actively participate and embrace program activities including providing psychological support and holding group counselling sessions between parents and children. He/she will also be responsible to engage in community dialogues and in line with the Community Action Cycle work with community mobilisation teams to identify priority issues/ barriers to access to mental health guidance and counselling.

Roles and Responsibilities:

The Community Mobiliser technical and administrative support on the day to day basis from the Program Manager. He/she will have a collaborative relationship with the community leaders in matters related to mobilising of community members to address psychological support, barriers, protection issues and identify children who are at risk and in vulnerable circumstances.

Key Functions:

- Responsible for mobilizing the communities to play an effective role in protecting the rights of the children.
- Liaise with community leaders and parents to introduce program activities and encourage community involvement in program implementation and monitoring.
- Collaborate on intervention plans with other mental health specialists, doctors, nurses, and social workers.
- Guides at risk children in the development of skills and strategies to deal with their problems. Encourages children to express their feelings and to discuss what is happening in their lives and helps them develop insight into themselves and their relationships.
- Support in establishing counselling activities in Community Centres, and provide ongoing monitoring, support and capacity building to facilitators.
- Collects information about vulnerable children through interviews, observations, and tests. Prepares and maintains treatment records and reports.
- Evaluates vulnerable children's physical or mental condition based on review of safeguarding / protection case information. Develops and implements treatment plans based on clinical experience and knowledge. Acts as an advocate to coordinate required services or to resolve emergency problems in crisis situations.

- Responsible for ensuring that all community-based networks are coordinating with each other, as well as with community centers, Child and Youth clubs and other committees.
- Responsible for managing relationships with students, families, and community partners to ensure the success of the program.
- Draft status reports summary of activities identified challenges and needs, with photos when possible.
- Responsible to assist the communication with Coordinator in coordination with local authorities, establishing and maintaining positive relationships.
- Assist and provide guidance on submission of community initiatives/proposals.
- Support the collection and documentation of impact and success stories on monthly, quarterly, semi-annual and annually.
- Builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters.
- Travel as and when required.

General duties

- Uphold and work within Railway Children India's policies and procedures.
- Conduct yourself in accordance with Railway Children India's Child Safeguarding Policy and Code of Conduct Policy in personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children India's core values of Integrity, Bravery, Innovation and Effectiveness across the organization and partners.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

Expected competencies:

- A professional with Graduate degree preferably in social sciences/Psychology with around 2-4 years' experience, specifically experience in child rights.
- A good understanding of the child protection issues and experience in working in psychological counselling.
- Ability to work independently and as part of a team.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioural and affective disorders.
- Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, and cultures and their history and origins.
- Ability to communicate effectively in writing and fluency in local language would be a big advantage.

Expected attitude:

- Sensitive to the rights of children, especially on child protection and gender issues.
- Computer Savvy and can manage MIS.

- Excellent coordination, networking, management, and partnership-building skills.
- Good communication (Hindi and English), analytical, and report writing skills.
- Willingness to undertake extensive field work.
- Sense of balance and ability to work under pressure.

Job Reference:

‘Counsellor, RCI’

To Apply:

The eligible candidates may send their application along with a cover letter at careers.india@railwaychildren.org.in by **December 15th, 2023**. Please mention **‘job reference’** in the subject line of application. Applications received without correct subject line will not be reviewed.

‘At Railway Children India we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children are recruited. This post is subject to a range of vetting checks including police verification.’

Due to the high volume of applications often received, only those found suitable for the role will be contacted.