

Job Description: Counsellor  
*Citizenship and Advocacy Programme*  
APNALAYA

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*Job Description:*

The Counsellor contributes to the counselling need of the Prevention of Violence against Women and Children and Adolescents programme under Citizenship and Advocacy. She/he ensures that program is run in accordance with the goals of the Organization.

*Duties and Responsibilities include:*

**Counselling Women in Distress, Children and Adolescents**

1. Working with women in distress, children and adolescents to help them solve problems either individually or through group sessions during the course of the intervention period
2. Address issues and questions related to SRHR, nutrition and gender
3. Help adolescents resolve conflicts, overcome life hurdles and replace undesirable habits with acceptable behaviour
4. Provide educational and vocational guidance services as requested
5. Interview the women, adolescents and their family members to recommend needed intervention if necessary
6. Identify cases of domestic abuse or other family problems and encourage adolescents or parents to seek additional assistance
7. Confer with other professionals, including social workers, educators, police officials and psychologists as may be needed
8. Provide crisis intervention to adolescents when difficult situations occur
9. Address community groups, intervention staff and other stakeholders to explain available counselling services
10. Observe adolescents during sessions to evaluate their behaviour, social development and physical health
11. Conceptualise and help execute awareness events on mental health and wellness for adolescents and women in the community.
12. Document case records meticulously
13. Document impact stories

14. Interface with other organization and the government medical and legal departments as per the demands of the case (liaison with police, government hospitals, other NGOs such as Majlis etc.)

#### **Team Liaison**

1. Identify capacity building needs, develop and facilitate relevant interventions for team members on how to engage effectively with adolescents.
2. Capacity building on soft skills and conducting team building exercises. Provide guidance, mentor and support other intervention staff with respect to adolescent interaction

#### **Administrative Responsibilities**

All issues/ cases with respect to adolescents and women to be monitored by the Counselor and reported on a weekly basis as a matter of routine and on priority in case of urgent intervention to the Program Director

#### **Organizational Responsibilities**

1. Contribute to and participate in any organizational initiative as decided upon by the Organization
2. Prepare reports for the interventions and processes undertaken

#### **Qualification and Skills**

- A Master's Degree in Counseling or Psychology with a minimum 5 years' experience in working with youth
- Excellent empathy, patience and listening skills
- Proficiency in English with excellent writing skills and proficiency in spoken Hindi is a pre-requisite
- Computer proficiency in MS-Office

#### **Communication Line**

The person in this position reports to the Programme Director on a regular basis