

Job Description: Counsellor  
*Education and Livelihoods Programme*  
APNALAYA

---

*Job Description:*

The Counsellor would be working closely with the Project Manager to support the adolescents and youth in improving mental health, building realistic aspirations and career counselling.

*Duties and Responsibilities include:*

**Supporting the Education and Livelihoods programme**

1. Working with adolescents and youth under the to help them identify any concern areas, reflect on possible choices and guide them either individually or through group sessions
2. Develop a Group Counseling Session plan for the 4 year 'Education, Employability and Empowerment' programme with adolescents
3. Develop a counselling SOP for Education and Livelihoods programmes
4. Supporting Adolescents and youth under the programme in the following:
  - a) Resolve conflicts, overcome life hurdles and replace undesirable habits with acceptable behaviour
  - b) Administer Interest, Aptitude and Personality tests to adolescents and youth enrolled in the programme
  - c) Provide educational and vocational guidance services as requested
  - d) Dialog with adolescents and their family members to recommend needed intervention where necessary
  - e) Provide career counselling and guidance and support the adolescents and youth in following a career aligned to their interests and aptitude
  - f) Encourage peer reflection and collective support systems for improving adolescent mental health.
5. Confer with other professionals, including social workers, educators, police officials, lawyers, and psychologists as required
6. Detailed documentation and data entry of counseling sessions across projects
7. Ensuring project deliverable and outcomes are met as per project schedule
8. Field coordination and project management support to programme as required.
9. Support in writing donor reports

**Interaction with community and parents**

1. Coordinate with the field team for administering visits to the community and render counselling services
2. Counsel parents of children, adolescents and youth whenever necessary on issues with child rights and protection
3. Provide knowledge and understanding on violence against women and children to the families and community in the intervention area

### **Capacity Enhancement**

1. Capacity building of Education and Livelihoods Team as barefoot counselors to understand counseling and norms like confidentiality.
2. Provide training or guidance to support groups on relevant issues
3. Identify capacity building needs, develop and facilitate relevant interventions for team members and prepare reports for the interventions and processes undertaken.
4. Provide guidance, mentor and support to all staff with adolescent interface

**Line of Reporting:** The Counsellor reports all matters - programmatic, partnership management, budget, etc. - to the Programme Director

### **Organizational Responsibilities**

1. Contribute to and participate in any organisational initiative as decided by the senior leadership team
2. Periodically share reports, stories of success and challenges with the Organisation, especially with Communications and Partnership Management team
3. Be a member of the Child Protection Committee for the organisation
4. Undergo succinct trainings on child protection and rights
5. Build and maintain relationships with organisations working on violence against women and issues related to adolescence

### **Qualification and Skills**

- A Master's Degree in Counselling or Psychology with 2 to 5 years experience in working with adolescents and/or youth
- Excellent empathy, patience and listening skills
- Good writing skills and proficiency in spoken Hindi are pre-requisites
- Computer proficiency in MS-Office

### **Communication Line**

The person in this position reports to the Programme Director and may supervise field staff working with women, youth, adolescents, and children.