MT10000
STAFF COUNSELLOR

Level 5

Reports to (Hierarchical)
Staff Health Responsible/ Staff Psycho-social Support Supervisor/ Staff Psycho-social Support Activity Manager/ PMR/ Medco

Reports to (Functional)
Staff Psycho-social Support Supervisor/ Staff Psycho-social Support Activity Manager/ PMR/ Medco

Job Family
Paramedical

Main Purpose
Perform education sessions to staff on wellbeing at work, mental health awareness and provide individual or group psychosocial support, following psychosocial support MSF protocols and procedures, in order to improve the staff psychosocial condition at work.

Accountabilities
- Actively promote the importance of staff wellbeing, self care and team care; carry out psycho educational sessions to staff,
- Provides individual or group counseling, in order to alleviate the psychosocial difficulties at work of the staff.
- Refer staff to other mental health specialists or other institutions for further assistance, in collaboration with staff health responsible, when necessary, in order to propose the best support available.
- Participate in the creation of any material needed for education sessions or counseling activities and look after it,
- Ensuring that all staff information is kept confidential.
- Keep files and data of daily activities and participate in staff health meetings when relevant to share global issues of the staff needing attention.
- Take active part in trainings, supervisions/intervisions with other staff support positions. Discuss difficulties and problems in counselling with supervisor.
- Support the staff psychosocial support Supervisor or Activity Manager when necessary, in doing sensitization for MSF staff or external partners about mental health /psychosocial issues at work.

Education
Counseling, social work or other similar degree/diploma (bachelor – 3 years study)

Experience

1 year experience essential. Experience with NGO desirable.

Languages

Local language essential. Mission language desirable.

Competencies

Teamwork, flexibility, commitment, service

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