**ROLE DESCRIPTION**

**Role Title:** Counsellor

**Location**: various projects, Ahmednagar, Maharashtra

**Reporting to:** Project Manager

**Hours**: 10:00-18:00, six days per week

**Benefits:** Being part of a wonderful team leading the way counseling and therapeutic care while gaining experience working for a grassroots NGO. We also offer the following employee benefits:

* Accommodation and food on site
* Employee health insurance
* On the job support and professional development
* You will be making a difference!

**Salary:** Negotiable

**Snehalaya’s counselling team**

Our team is responsible for the rehabilitation, health, education and wellbeing of over 15,000 beneficiaries every year.

We are looking for experienced counselors to work with our project teams and their beneficiaries. Current vacancies exist in the following projects:

* Snehalaya English Medium School
* Rehabilitation Center
* Snehadhar

This is a unique opportunity to join a dynamic and international team working in the best interests of children. Supported by our expert and experienced team and global leaders in the field, successful candidates will be joining a truly remarkable organization which takes a holistic approach to tackling some of the most damaging social issues of the day.

We require someone who can bring practical skills, knowledge and experience, energy and creative ideas and solutions to the issue affecting our beneficiaries and has a genuine passion to drive the future forwards with us.

**Overview of the role**

You will be working in Snehalaya on tasks such as:

1. Evaluating beneficiaries needs and creating custom treatment plans
2. Allowing beneficiaries to relax and relieve them of anxiety by talking in a friendly manner and challenge any inconsistencies in what they say or do
3. Documentation of cases of all beneficiaries – detailed cases
4. Writing and maintaining a counseling register and other records and use reporting tools with respect to the beneficiary
5. Participating in the counselling follow-up of beneficiaries on regular basis
6. Undertake personal therapy (mandatory for accreditation), group as well as individual therapy
7. Ensure that the project communities, parents, children, and youth are actively engaged in planning, implementation and monitoring of activities that are in line with program
8. Attend supervision and training courses.
9. Maintain a list of resource and contact persons / experts in child psychology in Ahmednagar and nearby places for support (in times of need)
10. Support studies conducted by Snehalaya or other research organizations / individuals who may be conducting studies on beneficiaries in need of care and protection and specialist support
11. Ensure that safeguarding beneficiaries and promoting their best interest is maintained at the core of everything undertaken.

**Required Skills**

You will be expected to work independently under the direction of the team, and also to contribute your own ideas. We are looking for someone with:

* Minimum 3 years relevant experience post-graduation
* enthusiasm, flexibility and creativity
* A genuine motivation to work for our beneficiaries and society
* A genuine motivation to work for a grassroots NGO , and interest in the work of Snehalaya
* Good knowledge of Microsoft Office
* Attention to detail
* The ability to meet deadlines

While we will expect the successful candidate to have the experience and skills listed above we are also willing to provide training to the right person.

We take the safeguarding of children very seriously, so we will make sure any candidate is suitable to work with children before hiring them and we expect employees to attend relevant training regarding safeguarding.