

GOVERNMENT OF KIRIBATI

Position Description


<p>Position Title: SENIOR COUNSELLOR L9-7</p> <p>Reports to: PRINCIPAL SOCIAL WELFARE OFFICER</p> <p>Division: SOCIAL WELFARE DIVISION, MWYSA</p> <p>Direct Reports: COUNSELLOR</p> <p>Primary Objective: To coordinate and provide comprehensive and professional counselling services to children, victims of violence families as well as those who have personal and psychological issues. To advocate and promote preventative and curative measures to solve personal and family issues and to ensure that public and other relevant stakeholders are aware of the importance of counselling to other relevant governmental and non-governmental stakeholders.</p> <p>Decision Making Authority</p> <p>Without referral to manager</p> <ul style="list-style-type: none"> • Delivery of a comprehensive counselling programs <p>After consultation with managers or others</p> <ul style="list-style-type: none"> • Development and management of a comprehensive counselling program <p>Referred to Manager or others</p> <ul style="list-style-type: none"> • Review result of program implementation and effectiveness • Data for program directions and emphasis • Results of counseling program activities • Report on personal and family development programs 		<p>Key Contacts</p> <p>Senior Social Welfare Officer, Social Protection Officer as well as</p> <p>Senior Social Welfare Officer, Social Protection Officer as well as Principal Social Welfare Officer</p> <p>Principal Social Welfare Officer</p>	<p>Frequency and Purpose</p> <p>Daily and when required</p> <p>Daily and when required</p> <p>Once the job is completed</p>
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KEY ACCOUNTABILITIES

Keys result area	Major activities	Performance measures
<p>Program implementation and effectiveness</p> <p>Data</p> <p>Results of counseling programs</p> <p>Children, young people and families facing difficulties in their lives</p> <p>KEYS Challenges</p> <p>Professional standard</p>	<p>Conduct yearly program audit to review program Collections and analysis</p> <p>Measuring and sharing results</p> <p>Facilitate appropriate interventions</p> <p>Be a good role model for clients and the public. Be punctual to work, be well organized, be committed and enthusiastic about the job and uphold principle of confidentiality</p>	<p>Strengths and weaknesses identified</p> <p>The program directions and emphasis</p> <p>Results are provided to Social Welfare and other relevant stakeholders</p>

Government of Kiribati, All Ministries	Approved By: 	Date of Issue:
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KEY ACCOUNTABILITIES		
Key result area	Major Activities	Performance measures
	Keep and update record of visiting clients and counselling programs, perform duties assigned by the principal, assist in the supervision of organized activities for needy clients when required. Adhere to Social Welfare Policies and legal frameworks and the Ministry as a whole	Maintain a high standard of professionalism.
<p>KEY Challenges</p> <p>The post holder is expected to work more hours when and if required from time to time. He/She must be involved in the Ministry's curricular activities required for the development and betterment of the ministry's status.</p>		
<p>Selection Criteria</p> <p>Desirable Qualifications and experience</p> <ul style="list-style-type: none"> • Degree in Psychology or Counselling, or Degree in Social Work with at least 3 years proven counselling experiences • Diploma in Psychology or Counselling or Other Social Work related fields with at least 10 years of counselling experiences <p>Key attributes</p> <ul style="list-style-type: none"> • Possess passion to help children, young people and families • Be patient at all costs • Fluent in both English and Kiribati • Must be committed and be initiative in new ideas for improvement • Good computing skills with competence in Microsoft word • Microsoft excel and power point • Should have a clean Police clearance record • Medical certificate showing he/she is mentally and physically fit. 		
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