

GOVERNMENT OF KIRIBATI

Position Description

Position Title: SENIOR COUNSELLOR L9-7		Division: SOCIAL WELFARE DIVISION, MWYSA	
Reports to: PRINCIPAL SOCIAL WELFARE OFFICER		Direct Reports: COUNSELLOR	
<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>			
Decision Making Authority		Key Contacts	
<p>Without referral to manager</p> <ul style="list-style-type: none"> • Delivery of a comprehensive counselling programs 		<p>Senior Social Welfare Officer, Social Protection Officer as well as</p>	
<p>After consultation with managers or others</p> <ul style="list-style-type: none"> • Development and management of a comprehensive counselling program 		<p>Senior Social Welfare Officer, Social Protection Officer as well as Principal Social Welfare Officer</p>	
<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>Principal Social Welfare Officer</p>	
		Frequency and Purpose	
		Daily and when required	
		Daily and when required	
		Once the job is completed	

KEY ACCOUNTABILITIES			
Keys result area	Major activities	Performance measures	
Program implementation and effectiveness Data Results of counseling programs Children, young people and families facing difficulties in their lives KEYS Challenges Professional standard	<p>Conduct yearly program audit to review program Collections and analysis 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 The program directions and emphasis 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.

KEY Challenges 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>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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