

## Job Description for School Counselor

### Brief background on Kinship for Humanitarian Social Holistic Intervention in India (KHUSHII)



KHUSHII (Kinship for Humanitarian, Social and Holistic Intervention) is a national organization working for the upliftment of underprivileged in both rural and urban areas in India. Since its inception in 2003, the organization has adopted a holistic approach towards empowerment for sustainable development. Thus far, Khushii has touched the lives of 36000+ beneficiaries through 30 projects across 9 states in India. Through its flagship program on Remedial Education, Shikshaantra Plus, Khushii addresses poor infrastructure, low Pupil-Teacher Ratio, low learning levels and greater drop out in government schools. Its 'Complete School Transformation' model in collaboration with State Education departments improves lives nationally through support and remedial education, school WASH, sanitation, menstrual hygiene, digital literacy, computer labs, sports and recreation as well as integration of all stakeholders from the communities. Khushii shall be adopting 'School to Community' approach in stage two and work on aspects of health, sanitation, gender sensitization, Urban Slum development as well as women empowerment in the communities surrounding its school interventions.

<b>Job Title</b>	School Counselor
<b>Department</b>	SMHEAP - Shikshaantra Plus Mental Health Education & Awareness Program
<b>Location</b>	Borabanda(Hyderabad)/Sangam Vihar, New Delhi
<b>Reporting to</b>	Manager - SMHEAP
<b>Number of Position</b>	1

### Job Description- Duties and responsibilities

S.No.	Activity	Objective	Expected Outcome	Target
1	Group Sessions	Group counseling is an integral part of a school counseling program and mostly supported by school administration. These sessions benefits students, families of students, school staff and administration. Group counseling has a positive effect on academic and personal growth of an individual. Group counseling is an efficient and effective way to develop students' healthy mental wellbeing.	<ul style="list-style-type: none"> <li>Rapport formation among the students and Mental Health Champion to ensure the message that "You are not alone", Groups provide support and make you realize that other students experience similar challenges.</li> <li>Group session may lead to the awareness among the students and help students to open up and discuss the personal issues or challenges they are facing during the Individual session</li> <li>Students will be aware of various issues or concerns that may impact their wellbeing and to offer a confidential, safe space for students to gain self-awareness and awareness of others.</li> <li>Group sessions help student to open and reduces loneliness, normalizes experiences, promotes change in quick and meaningful ways, and helps to learn and possess new skills. These sessions help student to overcome their challenges.</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 2-4 group session per day.</li> <li>Atleast 1 awareness session per class in 1 month</li> </ul>
2	Individual Counseling Sessions	Anytime if an individual or student visit the Mental Health Champion (counselors) for the issues they are facing in their day to day life related to personal or education issues. If Student is speaking up about his challenges, as a counselor, we have to ensure that those issues are addressed and resolved to the extent of our possible support or guidance.	<ul style="list-style-type: none"> <li>To improve the communication and interpersonal skills to build self-acceptance and self-esteem</li> <li>To build an ability in a student kill and change the self-defeating behaviors/habits for better expression and management of emotions, including anger, relief from depression, anxiety or other mental health conditions</li> <li>To increase the confidence and decision-making skills and develop the ability to manage stress effectively</li> <li>It will helps improve problem-solving and conflict resolution abilities</li> </ul>	<ul style="list-style-type: none"> <li>Regularly observe students in class to identify the specific cases and to ensure that the challenges are resolved before they arise</li> <li>Provide the regular counseling support</li> <li>For each case to they have to do minimum 2 sessions. i.e. one problem solving and second follow-up.</li> <li>In some case follow-up can go upto 5-6 sessions spread over the course of time upto 2-3 months</li> </ul>
3	Career Counseling Awareness Session	Career guidance is very essential of every student. A lot of students and youth have heard of it but do not give significant importance. This is because they have little or no understanding of the importance of career guidance. Career advice and guidance acts as a stepping stone for success. In order to let your profession move in the right direction	<ul style="list-style-type: none"> <li>To support them to make informed decisions about their subject choices and pathways.</li> <li>Helps in Career Goal setting</li> <li>Provide guidance on various career related issues</li> <li>Advise or to show to right career path according to your choice</li> <li>To motivate about future and future goals and preparing them for their future.</li> </ul>	<ul style="list-style-type: none"> <li>Atleast 1 awareness session 1 month</li> </ul>
4	Other Adhoc Activities	<b>Other Activities</b> <ul style="list-style-type: none"> <li>Organize Yearly Admission Helpdesk</li> <li>Organize Monthly Mental Health Events etc</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all assigned activities are completed on time with 100% efficiency</li> </ul>	<ul style="list-style-type: none"> <li>Atleast 1 mental health event/activity per month with minimum 20% of school strength</li> </ul>
5	Reporting	Regular Reporting of counseling activities	<ul style="list-style-type: none"> <li>Ensure monthly/ fortnightly reports to be submitted on time</li> <li>Ensure mid-year &amp; final year to be submitted on time</li> <li>All individual cases to be recorded in dedicated formats</li> <li>Submission of monthly counseling related success stories</li> </ul>	<ul style="list-style-type: none"> <li>Ensure monthly/ fortnightly reports to be submitted on time</li> <li>Ensure mid-year &amp; final year to be submitted on time</li> <li>All individual cases to be recorded in dedicated formats</li> <li>Submission of monthly counseling related success stories</li> </ul>

Desired Specification	Essential	Desired
<b>Education</b>	Minimum MA in psychology	Must have cleared 10th, 12th graduation and Master in first division
<b>Salary</b>	2.5 to 3 lac per annum	
<b>Experience</b>	Preference will be given to the person with minimum 1 year of experience. Fresher can apply	Experience in NGO Sector or school counseling will be preferred
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of child counselling and developmental psychology</li> <li>• Excellent communication skills in Hindi (Both written and Verbal).</li> <li>• Functional knowledge of English is must</li> <li>• Computer Savvy and can manage MIS</li> <li>• Apply school counseling professional standards and competencies</li> <li>• Demonstrate advocacy for a school counseling program</li> <li>• Make referrals to appropriate school and community resources</li> </ul>	

**Please Note:**

- The eligible candidates may send their application along with a cover letter at [HR@khushii.org](mailto:HR@khushii.org) .
- Please mention '**Counselor – Borabanda(Hyderabad)/Sangam Vihar**' in subject line of application. Applications received without correct subject line will not be reviewed.
- Eligible candidates will receive a call in next 15 days.