

|  |  |
| --- | --- |
| **Position Title:** | Psychosocial Counselor Coordinator |
| **Position Number:** | 5004 |
| **Reports To:** | Associate Director, Operations |
| **Project Worksite:** | Central Office |

**About PREVAIL:**

PREVAIL, or the Partnership for Research on Vaccines and Infectious Diseases in Liberia, is a clinical research partnership between the U.S. Department of Health and Human Services and the Liberian Ministry of Health

**Summary of Position:**

The Manager coordinates the counseling unit under the PREVAIL Studies following and Monitors day-to-day activities and provide support to counsellors to ensure all procedures for counseling are followed. Identify gaps or challenges and develop appropriate programs to bridge the gaps. Collaborate with other study coordinators, identify emotional crisis, and develop emotional intelligence programs to build staff's capacities in handling the emotional crisis, interpersonal relationships, and teamwork in the workplace.

Receives referred to mental health cases from Counselors, and links for treatment, care, and social support. Develop an annual work plan, conduct weekly meetings with counselors, and attend all Prevail meetings requested.

**Description of Responsibilities:**

* Navigating between site and sit in for counselor in case of emergency;
* Agreeing on counselor meeting dates and time to know achievements and understand challenges;
* Taking the lead in the development of SOP and messages for studies;
* Appraise and mentor counselors as they work in coordination with Site Managers and identify gaps for training as needed;
* Conducting regular on-job training and mentorship to the Counselors on areas related to Case Management, Counselling, and other related topics to enhance professionalism;
* Providing assessment and counseling for staff both at individual and group level in accordance with SOP and TOR;
* Receive referred emotional disturbed cases, assess, and refer to specialists or other institutions for counseling and treatment of problems as appropriate;
* Liaising as necessary, with other colleagues and individuals to help make changes based on the issues raised by participant;
* Counseling individuals, groups, or families to help them understand problems, define goals, and develop realistic action plans;
* Developing therapeutic and treatment plans based on participants' interests, abilities, and needs;
* Ensuring that activities are implemented in accordance with SOP, implementation plans, and donor requirement;
* Keeping records and using reporting tools;
* Other duties as assigned

Leadership Competencies:

* Commitment to the Organization, its Mission and Values
* Cultural Sensitivity / Valuing Diversity
* Building and Managing Relationships / Encourages Collaboration
* Performance Management / Promotes Staff Accountability
* Conflict Management / Coaching and Mentoring
* Results Orientation / Commitment to Excellence
* Knowledge Sharing / Continuous Learning

**Qualifications**

* **Education: Bachelor or Master’s** Degree **in Social Work or related field.**
* **Preferred Job-related Experience:** At least five (5) years of related work experience.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned with or without notice.

*FHI Clinical values the diversity of our workforce. Without limiting the scope of the preceding provision, all persons who work or who seek to work in Liberia are entitled to enjoy and to exercise the rights and protections conferred by the Decent Work Act of 2015 irrespective of:  race, tribe, indigenous group, language, colour, descent, national, social or ethnic extraction or origin, economic status, community or occupation; immigrant or temporary resident status; sex, gender identity or sexual orientation; marital status or family responsibilities; previous, current or future pregnancy or breastfeeding; age; creed, religion or religious belief; political affiliation or opinion, or ideological conviction; physical or mental disability; health status including HIV or AIDS status, whether actual or perceived; irrelevant criminal record, acquittal of a crime or dismissal of a criminal prosecution against them; or personal association with someone possessing or perceived to possess one or more of these attributes.*

**Process to apply for this position:**

**Deliver the application to**:FHI 360 Financial Management Center

16th Street, Payne Avenue, Sinkor

Monrovia, Liberia

202-884-8000

**OR**

**Send an email to:** [LiberiaRecruitment@fhiclinical.com](mailto:LiberiaRecruitment@fhiclinical.com)

**INCLUDE**: Position Title and number, Current CV/Résumé, FHI Clinical Job Application