



**JOB ADVERTISEMENT FOR MENTAL HEALTH AND PSYCHOSOCIAL  
SUPPORT OFFICER**

**Position description**

**Job title:** Mental Health and Psychosocial Support Officer

**Job Location:** Rubkona

**Reports to:** GBV field manager

**Job Summary**

The MHPSS Officer will supervise GBV and MPSS case workers, and train the ministry of gender social workers in case management, mental health and psychosocial support. Will work closely with partners and the Ministry of Gender to provide counselling services, and redress mechanisms for GBV survivors, and HLP victims to ensure community-level counselling and strengthening of the GBV referral pathway

SD-HB  
8 Jan - 2024

**Detailed responsibilities and tasks:**

- The MHPSS officer will provide direct mental health counselling for very difficult cases to support beneficiaries in healing from trauma and will adhere to a survivor-centred approach.
- The role will also require support for capacity-building, including but not limited to, enhancing staff expertise in psychological first aid, trauma counselling, substance abuse and self-care for secondary trauma.
- The MHPSS officer will support the training of caseworkers and other staff from the health, protection, and legal sectors, and will support the design and roll-out of psychosocial programming in safe spaces to support the healing, resilience, and empowerment of IDPs, Host community, women and adolescent girls.
- Provide direct counselling support in difficult cases of PTSD, technically adhering to GBV guiding principles and a survivor-centred approach to GBV case management.
- Provide guidance and technical support to Social Workers treating cases of trauma, to ensure mental health standard processes are followed for optimal recovery and healing.
- Develop guidelines and tools for specific areas of trauma, and stress management.
- Work with program teams to develop a series of sessions on stress management, and self-care, and deliver these sessions to refugee diverse women and girls.
- Contribute to the development of IEC/BCC materials to ensure that mental health and trauma topics are well-presented for raising community awareness

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- Work with GBV Response Officers and Social Workers to support their well-being and management of secondary trauma, and lead group activities and workshops as requested/needed.
- Develop culturally appropriate psychosocial activities, including social support activities
  - These include but are not limited to training in psychological first aid, designing comprehensive recreational, vocational and social activities; and development of material for awareness campaigns.
  - Support training, workshops, and retreats in other field sites as requested.
- Other duties and responsibilities may be given by immediate and technical supervisors

### **Case Management and Psychosocial Support**

- Responsible for the overall provision of protection/GBV case management services and provision of community-based, focused and non-specialized psychosocial support
- Ensure that the case workers maintain complete, accurate, and confidential e-case files to document beneficiary interactions and interventions
- Make sure to follow case management data protection protocol for case files and beneficiary identifying personal information.
- Compile and produce weekly and monthly protection case management load and PSS activity reports to provide information on activities conducted, topics discussed, challenges, faced
- Support the implementation of monitoring and evaluation tools
- Ensure daily reporting of attendance per activity and ensure that the data collected is accurate
- Ensure the development of effective working relationships with stakeholders including partner agencies, civil society groups, authorities, community leaders and service providers for prompt referral, follow up and information sharing.
- Contribute to the maintenance of an up-to-date service mapping of the service providers operating in the area and take proactive steps to remain informed about the available services.
- Receive cases referred from other agencies and allocate those cases among team members. Ensure provision of feedback regarding actions taken to other agencies, when vital and appropriate in light of confidentiality requirements.

### **Person specification**

#### **a) Education**

- Minimum degree in counselling, social work, with specialization in Mental health and counseling-related training

#### **b). Experience**

- 2-3 years of sectorial experience or relevant experience in social work, protection and GBV programming

#### **c). Core competencies**

- Excellent communication and strong influencing skills
- A high level of written and spoken English
- The ability to speak the local language is an added advantage





- The capacity and willingness to be extremely flexible and accommodating in difficult and sometimes insecure working circumstances.
- Commitment to the aims and principles of CH. In particular, a good understanding of the CH mandate and an ability to ensure this continues to underpin our support
- Familiarity with FSL and nutrition survey

**d). Behavioral Competencies**

- Very good interpersonal skills, particularly in networking, working with communities, local civil society and local authorities.
- Commitment to humanitarian principles and action and to CH's mission values and policies
- Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling CH values
- Builds and maintains effective relationships, with their team, colleagues, members and external partners and supporters
- Values diversity, sees it as a source of competitive strength
- Approachable, good listener, easy to talk to
- Honest, encourages openness and transparency; demonstrates the highest levels of integrity

**NB.** The job duties and responsibilities as set out above are not exhaustive and the post holder may be required to carry out additional duties within the reasonableness of their level of skills and experience.

The position is a Non-relocatable position, the incumbent must be a resident of the county.

Positions shall be filled subject to approval of donor funding for anticipated projects and application submission or invitation to an interview is not an indication of an offer for the position.

Applications to be submitted to [jobs@ch-int.org](mailto:jobs@ch-int.org) or delivered to the field office in the respective locations before January 26<sup>th</sup> 2024

