**TERMS OF REFERENCES FOR PROFESSIONAL COUNSELOR IN**

**BHUTAN INSTITUTE OF WELL-BEING**

**Position title**: Professional Counselor

**Level**: V-2

**Reports to**: Programme Director/Director in BIW.

**Employment type**: Contract.

**Tenure**: Two year (Subject to renewal based on performance).

**Remuneration**: Shall be based on YDF’s HR Rules, 2018

**Qualification**: Bachelors/Masters degree with 5 years of relevant experience or Fresh graduate

**Please Note**: Only female candidates will be shortlisted.

The minimum requirements for this position are:

• Mental Health Counseling or Clinical Psychology from a recognized institution

• Preferences will be given to candidates with:

Experience of working with substance abuse, Supervisory experience and

Cross-cultural experience.

**Terms of Reference for the Mental Health Counselor**

The general responsibilities for the Counselor include:

1. Conduct quality assessments to determine the appropriate level of treatment and care.
2. Prepare treatment plans according the needs identified through the assessment.
3. Conduct Psycho-education sessions for the clients.
4. Conduct individual/one to one counselling to address the issues identified through assessment.
5. Conduct group sessions/counseling address the common issues related to addiction and wellbeing.
6. Conduct family counseling/psycho-education sessions to make the family aware of the addiction and support required to support recovery of the client.
7. Maintain records and documentations related to counselling, educative and skill building sessions provided to the clients.
8. Model and support wellbeing of the clients of the institute.
9. Attend case conference and supervision sessions for professional development.
10. Conduct follow-up as and when required with the clients and DICs to encourage recovery.
11. Attend regular and ad-hoc management meetings of the institute.
12. Assist the management in conducting the ad-hoc programmes in the institute.
13. Carry out other tasks that may be given by the management.

**The suitable candidate is expected to possess the following aspects of skill, knowledge and ability:**

• Ability to maintain the confidentiality of clients’ files.

• Knowledge and practice Code of ethics and Ethical Principles.

• Knowledge of case management and crisis intervention techniques.

• Knowledgeable about networking systems.

• Good listening skills, quick thinker while remaining.