

**JOB DESCRIPTION**

<b>Job Title</b>	Counsellor
<b>Department</b>	Programmes
<b>Reports to</b>	Director, Social Work Services with a dotted line to Program Managers.
<b>Duty Station</b>	Nanyuki – Laikipia County, with frequent travel to field office and other Program sites

**1. JOB SUMMARY - PURPOSE**

This is a professional Christian Counsellor role responsible for providing biblically-grounded and Christ-centered counselling services and support to staff, beneficiaries and other target groups/individuals as necessary. The job holder will integrate professional clinical counselling techniques with sound biblical teachings, Christian values and prayer to improve/restore the overall holistic (physical, psychological, mental, emotional, spiritual and social) wellbeing of target individuals/beneficiaries; while upholding the highest levels of professionalism, respecting each individual backgrounds, journeys and experiences of clients.

**2. DUTIES AND RESPONSIBILITIES**

**R1.Assessment, Case Management & Documentation**

- T.1 Conduct individual and group psycho-social, emotional, spiritual and relational needs and where possible, conduct intake interviews
- T.2 Make assessments, document and report accordingly to the supervisor on any assistance required in execution of tasks and propose relevant interventions to address the identified needs.
- T.3 Diagnose underlying psycho-social problems and recommend clear intervention measures and make appropriate referrals in consultation with the supervisor
- T.4 Document all sessions accurately and securely, maintaining confidentiality in compliance with child protection policies.
- T.5 Maintain proper, comprehensive, accurate and confidential records of all therapy/intervention plans for each client/beneficiary.
- T.6 Develop (psycho)educational materials and resources to create awareness and equip the organization and the target community with healthy coping strategies.

**R2.Counselling and Client Support**

- T.1 Develop clear individual counselling and care plans for each beneficiary based on the needs, appropriately reporting and advise new and ongoing cases
- T.2 Provide bible-grounded counselling approaches integrated with professional clinical counselling techniques
- T.3 Offer Christ-based encouragement and guidance recognizing and respecting each individual’s personal needs, background and beliefs

- T.4 Integrate Scripture, prayer, and biblical principles into the counseling process in a sensitive and appropriate manner
- T.5 Model Christ-centered compassion, integrity, and ethical conduct, ensuring counselling services respect the dignity, confidentiality, and rights of the individuals/groups.
- T.6 Where appropriate, organize and facilitate prayer, scripture-based reflection and spiritual support sessions
- T.7 Offer an all-inclusive guidance on how to respond to certain emergent situations through appropriate coping mechanisms to ensure wholesome wellness
- T.8 Provide targeted and robust guidance to clients in addressing pertinent issues such as grief, trauma, anxiety, depression, addiction, marital and family conflict, abuse, identity, and spiritual struggles.

### **R3.Client Follow up and Spiritual Development**

- T.1 Ensure consistent, properly planned and routine follow up sessions to beneficiaries, design and implement reintegration processes as necessary
- T.2 Maintain up-to-date case files, counselling notes, and activity reports.
- T.3 Encourage continuous spiritual growth and personal relationship with Christ as part of the healing journey
- T.4 Conduct home visits to offer additional psycho-social support to beneficiaries and advise on areas that need further intervention.
- T.5 Promote family reintegration and advocate for family-based care model in the local community in line with P82 policies, share insightful/impactful ideas on program growth and development where necessary

### **R4.Child Protection, Capacity Building and Compliance**

- T.1 Passionate about working with children, able to support/contribute to the design and development of appropriate child protection guidelines and protocols
- T.2 Contribute to psychosocial assessment initiatives and support multi-disciplinary child protection interventions.
- T.3 Identify risk factors, make referrals to external services when needed, and advocate for the child's best interests
- T.4 Respond promptly and appropriately to child protection concerns and follow the appropriate/mandatory reporting procedures.
- T.5 Contribute to program evaluations, impact assessments, and quality improvement initiatives.
- T.6 Uphold organizational standards, child protection and safeguarding policies, and regulatory compliance and adhere to relevant professional codes of ethics, and data protection regulations.

### **R5.Operational Support, Integration and Collaboration**

- T.1 In consultation with the Program Manager, participate in the budget formulation process for the department.
- T.2 Participate in evaluation processes and seek up-to-date information on the emerging and current counselling trends.
- T.3 Under supervision of the Director/Program Manager, facilitate formation of social support groups and safe space for beneficiaries where they can express their feelings freely, to talk and exchange experiences with one another.
- T.4 Organize and facilitate training, workshops, and support groups for caregivers, staff, and community members on topics such as trauma, child development, parenting, and faith-based healing.
- T.5 Support community outreach and spiritual care programs aimed at prevention of abuse and promoting safe, nurturing environments
- T.6 Build networks with other faith-based organizations and Christian counsellor associations and social workers to enhance service quality.
- T.7 Participate in inter-agency coordination meetings when required.

**R6. Perform any other duties as may be assigned by the Supervisor from time to time.**

### **3. KNOWLEDGE, SKILLS AND ABILITIES**

*(These may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. In some cases, demonstrated experience may be considered in lieu of the minimum academic qualification, subject to formal assessment)*

#### **Academic Qualifications and Experience**

- Bachelor's degree in Counselling, Psychology, Social Work, or related field (Diploma with combination of relevant and matching experience will be considered).
- Certification or training in Christian Counselling will be an added advantage.
- Minimum 2 years of counselling experience, preferably with children, vulnerable groups or trauma survivors in a Christian-based setup.
- Proven experience working in child protection, social services, or faith-based organizations.
- Familiarity with national and international child protection laws and safeguarding standards and frameworks.

#### **Skills and Competencies**

- Demonstrable strong counselling and crisis intervention skills.
- Knowledge of trauma-informed care and child development.
- Ability to integrate faith-based principles with professional counselling ethics.
- Cultural sensitivity and respect for diversity with excellent communication, documentation, and interpersonal skills.
- Ability to work independently and as part of a multidisciplinary team.
- Willingness and ability to work with/in diverse teams, communities and faiths/beliefs

- Spiritual maturity, personal integrity, and a calling to serve the vulnerable and underprivileged in society.
- Proficiency in Microsoft Office and Google Suite applications

**Faith Commitment**

- Must agree with and actively support our Vision and Values.
- Ability to demonstrate Christ-centered character, servant leadership, and respect for the spiritual journey of others.
- Willingness to pray with and for children, families, colleagues and other target groups whenever needed/appropriate.

**Other requirements**

- Background checks and clearance for working with children.
- Willingness to travel within communities and work flexible hours as needed.
- Certification by the Counsellors and Psychologists Board an added advantage

**4. CONTACTS ARISING FROM THE JOB**

Within the Organization	Outside the Organization
Management	Target communities and beneficiaries
Social Work staff	Local community leaders
Support staff	Relevant government departments/agencies/Collaborating agencies

**5. WORKING CONDITIONS**

**Working Environment**

The job is conducted both in the office and field with frequent and extensive field travel and most of the time spent in the local communities. The job requires the job holder to establish right balance between demands of office work and field work.

**Occupational Hazards**

The work performed presents exposure to job related hazards associated with working in difficult situations/environments and harsh terrain with periodic exposure to adverse weather conditions. It requires ability to work under pressure to meet deadlines.

**6. ACCEPTANCE/APPROVAL**

I hereby confirm that I have understood my role very clearly, and that my performance will continually be judged against those roles, as herein stipulated.

**Signatures:**

	Name	Signature	Date
Job Holder			
Supervisor			

# PROJECT82

DEFENDING THE WEAK  
AND THE FATHERLESS

# KENYA



Director			