



## Counsellor

### **Background information:**

Association Kinou  t   is a non-governmental organisation, which was founded in 2001. We are engaged in the rehabilitation and reintegration of current and former detainees as well as juvenile offenders. The aim of Association Kinou  t   is to build safer communities by promoting autonomous citizens through a person-centered and sustainable approach in view of reducing the rate of recidivism amongst its targeted population.

**Summary:** The counsellor works with individuals and groups and is responsible for a mixed caseload including adults, children and adolescents, and families. Operating both inside and outside detention centres, the role of the counsellor is to assist clients to manage immediate and practical issues such as processing grief or anger, stress related to their immediate situation and helping the client identify options when making important personal decisions or building better interpersonal or communication skills.

**Reports to:** Psychological Support Lead

### **Key Responsibilities:**

#### **1. Rehabilitation and Reintegration services**

- Coordinate and deliver individual and group sessions to help clients both inside and outside detention centres.
- Meet with clients to discuss their goals, preferences and available options to creating rehabilitation and reintegration goals and plans, where applicable.
- Ensure the referral to psychologist of clients needing intensive and in-depth follow-up.
- Maintain a constant and effective working relationship with Case Management Unit.
- Communicate constantly and effectively to Case Management Unit to ensure that clients have access to appropriate institutions providing social, medical, psychological, including hospital, community homes/shelters and main public institutions (Social Security, NEF)
- Collaborate with clients' families to implement rehabilitation plans those clear goals related to their needs.
- Coordinate and deliver sessions with client's families.
- Create positive relationships with clients and families.
- Carry out site visits as and when needed, as per established planning, prioritising emergency situations.
- Keep an update of files of each client.
- Any other cognate duty as assigned by the Supervisor.

#### **2. Team work, monitoring and evaluation**

- Ensure timely collection, compilation and analysis of data required by your work with minimal supervision.

- Participate meaningfully in internal case management meetings, referral meetings, weekly, monthly and quarterly planning with other members of the team.
- Contribute to the development of the yearly action plan for the reintegration and rehabilitation services and activities.
- Propose improvements of services with a view to enhancing quality of service delivery.
- Report statistics as required, at least on a monthly basis.
- Contribute to case management meetings.
- Collaborate to programme's evaluation as required by the team lead and the Programme Manager.
- Report activities to team lead and any other relevant staff member.
- Attend meetings, workshops/trainings as and when required.

### **3. Communication & Networking**

- Represent the Association at professional functions as and when required.
- Nurture relationships with referral institutions and partner NGOs
- Engage in Kinouété's activities and projects.
- Collaborate with Kinouété's staff, Prison staff and any other stakeholder.

### **4. Representation**

- Participate, as required, in partners meetings and other training fora.
- Establish, maintain and strengthen effective relationships between Association Kinouété and implementing partners.

#### **Essential requirements:**

- Master's degree in Counselling, Psychology or equivalent or and at least 2 years relevant proven field experience
- Possesses excellent written and spoken communication skills.
- Excellent interpersonal skills with clients, colleagues, and community resources
- Compassionate and caring of clients.
- Excellent time management skills; organised and able to prioritise.
- Able to organise and manage large amounts of files, schedules, dates, and information.
- Calm and cool-headed with a positive attitude
- Ability to maintain composure when dealing with difficult and/or emotional people.
- Ability to listen and respond professionally.
- Self-directed and self-motivated
- Comfortable with building personal relationships and dedicated to helping others.
- Empathetic and supportive with mentorship and leadership skills

#### **Desirable qualities/experience/skills:**

- Driving Licence