

Women's Centre of Jamaica Foundation
**(Public Body of the Ministry of Culture, Gender,
Entertainment and Sports)**

CAREER OPPORTUNITY

Applicants are being invited internally from suitably qualified
Persons to temporarily fill the post of:

**Counsellor SWG/PS 1 – (Spanish Town, Morant Bay,
Port Antonio, St. Ann's Bay, and Montego Bay Centres)**

Job Summary

Reporting to the Centre Manager, the Counsellor will assist with the work of the specific Women's Centre to which he/she is assigned and co-operate fully with all staff to ensure the smooth running of the programme.

Key Responsibilities

- 1) Maintains contact with all referral agencies – i.e. Schools, Clinics, etc.
- 2) Recruits and screens prospective Programme participants
- 3) Conducts intake interviews with the prospective participants and their parents/guardians
- 4) Conducts group counselling sessions with participants
- 5) Conducts individual and group counselling sessions with the parents of the adolescent mothers as well as with the fathers of the adolescent mothers' babies
- 6) Conducts home and school visits to monitor participants' progress or address problem areas before and after reintegration into the formal school system
- 7) Liaises with the MOE Regional Offices to effect the reintegration process
- 8) Collaborates with the school counsellors to monitor the adolescent mothers who have been reintegrated into the formal school system
- 9) Assists with the collation of data on the performance of the Programme activities at the Centre/Outreach site for inclusion in the Quarterly and Annual Reports

Performs any other duties assigned by the Centre Manager.

Required Skills/knowledge and Competencies

- Sound knowledge of the relevant computer applications.
- Effective counselling techniques and listening skills
- Excellent oral and written communication skills
- A high degree of confidentiality.
- Ability to work as part of a team
- Good supervision and leadership skills
- Sound knowledge of the Child Care and Protection Act
- Ability to maintain composure and respond professionally under stressful circumstances
- Good use of initiative, problem solving and conflict management skills

Minimum Required Qualifications and Experience

- A First Degree in Guidance and Counselling
- Professional qualifications in Education, Nursing, Supervisory Management
- At least three (3) years related experience, with at least one (1) years experience at supervisory level

**We thank you for responding, but only shortlisted candidates
will be contacted**