

Counsellor

Program: Ability Based Livelihoods Empowerment (ABLE)

Position – Counsellor

Location: Mumbai (1) and Delhi (1)

Nature of Employment: Consultancy Contract

Background:

The American India Foundation is committed to improving the lives of India's underprivileged, with a special focus on women, children, and youth. AIF does this through high impact interventions in education, health, and livelihoods, because poverty is multidimensional. AIF's unique value proposition is its broad engagement between communities, civil society, and expertise, thereby building a lasting bridge between the United States and India. With offices in New York and California, twelve chapters across the U.S., and India operations headquartered in Delhi NCR, AIF has impacted **6.7 million** lives across **26 states** of India. Learn more at www.AIF.org

Program Background:

SBI Foundation-Microsoft and AIF have collaborated for a project focusing on creating career pathways for 500 persons with disabilities in the digitally transformed BFSI Sector. During Covid-19 pandemic, the employment scenario has seen a kind of transformation with the "new normal" situation driving the way companies are operating. This has a strong bearing on their employees as well as future HR strategies.

Job Summary:

This is a responsible position with the ABLE – Livelihoods team and contributes to take full responsibility to provide skill-based, societal stigma and emotional / stress-based counselling services to prospective candidates and their families. The incumbent will also be responsible for adopting an empathetic approach and develop strategies to assess the interest areas of the prospective candidates to enable center team to enroll right candidates for the trainings.

Reporting:

The Counsellor will work with the Center Manager (as required and needed). S/he will be expected to work on confidence building of the candidates, develop assessment tools to analyze the interests, growth, potential and eligibility to join the courses offered by AIF.

Key Roles and Responsibilities:

The job responsibilities include, but are not limited to the following:

- Accompany the mobilizer during mobilization drives.
- Provide individual and group counselling when required.
- Provide counseling to candidates, parents, center staff, as and when necessary.
- 1-to-1 counselling sessions with candidates to enhance their confidence and boost their morale before joining the training and post placement.
- Evaluate candidates' abilities, interests, experiences, aspirations, skills, health, and education level, thereby assessing his/her appropriateness to the chosen training course.
- Prepare repository of case stories of PWDs and their families' case-wise

- Keeping track of daily inquiries and document them - On phone / personal visits
- Counseling the prospective candidates and informing them of our courses.
- Handling enrolment related responsibilities.
- Maintain records of enrolled students – filing and summary submission.
- Reporting data on candidates' performance
- Provide individual and group counseling to candidates to help them adjust to their disability
- Develop an assessment plan for candidates.
- Help employers understand the needs and abilities of people with disabilities, as well as laws and resources that affect people with disabilities.
- Explore resources such as assistive devices/equipment and technologies that help candidates live and work more independently.
- Advocate for the rights of persons with disabilities to live in a community and work in a job of their choice.
- Encourage family involvement in the entire training process to have their buy-in from day one for success of their ward.
- Address specific questions or concerns and inform parents and guardians of their rights.
- Consulting and working with other staff to better understand the candidates' special needs and what support systems, adaptations and modifications may be required.
- Contribute to developing workplace solutions for improving productivity of persons with disabilities in workplace.
- Collaborating with other institutes and community professionals
- Any other task assigned by the Line Manager.

Key skills and competencies:

- Graduate / Post Graduate degree in Psychology / relevant field with at least 3-5 years of relevant experience.
- Experience of working with persons with disabilities is desirable.
- Consistently approaches work with positive energy and a constructive attitude.
- Possesses a variety of skill sets including time-management, multi-tasking, and inter-personal skills.
- Documentation and report writing skills.
- A team player who is supportive, flexible and ready to take on additional tasks.
- Ability to cope with work pressure.
- Excellent communication skills – both written and verbal. Should be able to communicate with candidates effectively, expressing ideas and information in a way that is easily understood.
- Have an empathetic approach towards dealing with issues faced by candidates and their parents.
- Ability to develop and maintain a good working relationship with candidates, families, employers and other professionals.
- A good listener to comprehend issues of candidates/families and employers and provide appropriate solutions.
- Passionate and has patience to support the varied learning abilities of persons with disabilities.
- Good time management.

- Ability to develop a local level network of useful resources to support project implementation.
- Ability to work independently with large volumes of data with initiative and with problem solving ability.
- Ability to work across teams and supervisors.
- Responds positively to feedback and respects diverse points of view.

Reporting: The position will directly report to Center Manager

Other: Salary commensurate with experience.

Position Availability: Immediately

Application Process: To apply for this position, send your CV, mentioning current and expected CTC along with notice period to indiarecruitments@aif.org with subject line “**Counsellor**” by 15th July 2020.

Only applications of shortlisted candidates will be acknowledged.