

JOB SPECIFICATION: Healing Services, Assistant Knowledge Manager

Department: Healing Services

Proposed Immediate Superior: Senior Knowledge Manager

1. Context	Supervising and monitoring Personal Safety Education (PSE) Cases
2. Organogram	Director Senior Knowledge Manager Assistant Knowledge Manager
3. Key Objectives of the Job	Ensure quality in handling case through constant monitoring and supervision.
4. Major Deliverables	The major responsibilities are: <ul style="list-style-type: none">• To take up cases of children and adults who have been impacted by child sexual abuse as and when required• Providing Supervision and guidance to counsellors on cases that fall under Past Abuse, Inappropriate behavior and other concerns within the Personal Safety Education Program.• Ensuring proper closure of 'Inappropriate behavior' and 'Other Concerns' cases on MIS independently.• Ensuring all Past Abuse cases are closed in timely manner on field and recorded on MIS for the Sr Knowledge manager to close.• Providing regular feedback about the counsellors and their cases and mitigate any case related field challenge• Ensuring adherence to operational protocol through continuous monitoring on field• Ensuring all case progression details are documented accurately and in a timely manner• Responsible for capacity building of counsellors in case management process and different therapeutic modalities• Reporting any quality/protocol compromises by the healing team to the Healing Manager and Director, Services

	<ul style="list-style-type: none"> • Supporting the team in conducting trainings both within and out of Mumbai as and when required. • Having regular reviews with the Knowledge Manager to iron out issues related to cases
5. Job Challenge	To provide support and handle cases and maintain highest quality in counselling process
6. Specialized job competencies	Experience in therapeutic modalities, mainly in the area of dealing with cases of abuse and trauma. (preferably EMDR, CBT, ABT)
7. Educational Qualification	Masters in Psychology, Counselling, Child Development, and other related fields
8. Desired Experience	Atleast 2 years of experience in a therapeutic/supervisory/mentorship role.
9. Other desired attributes	Inter-personal skills; ability to handle high pressure situation
10. Location	Mumbai
11. Salary range	Above Rs.60,000 per month & above + Travel + Therapeutic +Training Allowance

How To Apply

Interested candidates can share their updated cv **at contact@pmspl.net.in mentioning the name of the position in the subject line.**