

**JOB SPECIFICATION: Healing Services, Knowledge Executive**

**Department:** Healing Services

**Proposed Immediate Superior:** Senior Knowledge Manager

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

	<ul style="list-style-type: none"> <li>• Supporting the team in conducting trainings both within and out of Mumbai as and when required.</li> <li>• Having regular reviews with the Knowledge Manager to iron out issues related to cases</li> </ul>
<b>5. Job Challenge</b>	To provide support and handle cases and maintain highest quality in counselling process
<b>6. Specialized job competencies</b>	Experience in therapeutic modalities, mainly in the area of dealing with cases of abuse and trauma. (preferably EMDR, CBT, ABT)
<b>7. Educational Qualification</b>	Masters in Psychology, Counselling, Child Development, and other related fields
<b>8. Desired Experience</b>	Atleast 2 years of experience in a therapeutic/ supervisory/mentorship role.
<b>9. Other desired attributes</b>	Inter-personal skills; ability to handle high pressure situation
<b>10. Location</b>	Mumbai
<b>11. Salary range</b>	Rs. 45,000 per month & above + Travel + Therapeutic + Training Allowance

Interested candidates can share their updated cv on [contact@pmspl.net.in](mailto:contact@pmspl.net.in) mentioning the name of the position in the subject line.