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Project Officer at Corporate Staffing

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Location: Kenya

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Job Description

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Corporate Staffing Services is a leading recruitment agency in Kenya providing complete recruitment services. In the last ten years we have been partners to local and foreign businesses looking to hire Kenyan professionals. We have recruited for diverse clients in different sectors and industries.

Key Responsibilities

Participate in the development of professional, effective, and appropriate psychosocial programming, including direct individual and group counseling support, and expanded mental health services.

Provide professional and confidential one-on-one and group counselling services to individuals with personal and social challenges such as conflict, parenting, sexual and gender-based violence, death/grief, perinatal depression and post-traumatic stress disorder.

Lead mental health awareness raising and/or sensitization campaigns among participants in the community and within the organization

Co-facilitate training on maternal and child health behaviour change communication and psycho-education.

Participate in and contribute to the development and roll-out of maternal and child health curriculum with modules on maternal mental health

Compile monthly and quarterly counselling reports on the referred cases, including analysis of behavioural trends and patterns and the identified solutions.

Lead psychological assessments for clients, assist with data collection on psychosocial activities, and maintain records and databases with the utmost integrity and confidentiality.

Undertake referrals to partner organizations as appropriate.

Participate in routine departmental work plan reviews and assist with preparing relevant reports for management and funders.

Key Requirements

Bachelor's degree in Counseling Psychology, Community Diploma in Counseling Studies from a recognized university or Diploma in Social Work and Development (KNEC).

A minimum of 3 years of relevant experience working in a not-for-profit organization

Prior experience working in an urban informal settlement

Registered member of a recognized body of counsellors and psychologists

Excellent command of English and Kiswahili.

Confident user of Microsoft and Google suite

Be a Christian

Aged 30 and above

Knowledge of safeguarding and other child protection policies and protocols

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