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| **Titulo:**  | CONSEJERO PARA EL PERSONAL |
| **Función Genérica:**  |  |
| **Código:** | MT10000 |
| **Nivel:** | 5 | **(S)** |

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| **Posición en la Organización** |
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| **Responsabilidad Jerárquica:** | Staff Health Responsible/ Staff Psycho-social Support Supervisor/ Staff Psycho-social Support Activity Manager/ PMR/ Medco  |
| **Responsabilidad Funciónal:** | Staff Psycho-social Support Supervisor/ Staff Psycho-social Support Activity Manager/ PMR/ Medco  |
| **Área Profesional:** | Paramedical |
| **Supervisa (Función):** |  |

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| **Objetivo Principal** |
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| Perform education sessions to staff on wellbeing at work, mental health awareness and provide individual or group psychosocial support, following psychosocial support MSF protocols and procedures, in order to improve the staff psychosocial condition at work.  |

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| **Responsabilidades** |
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| * Actively promote the importance of staff wellbeing, self care and team care; carry out psycho educational sessions to staff,
* Provides individual or group counseling, in order to alleviate the psychosocial difficulties at work of the staff.
* Refer staff to other mental health specialists or other institutions for further assistance, in collaboration with staff health responsible, when necessary, in order to propose the best support available.
* Participate in the creation of any material needed for education sessions or counseling activities and look after it,
* Ensuring that all staff information is kept confidential.
* Keep files and data of daily activities and participate in staff health meetings when relevant to share global issues of the staff needing attention.
* Take active part in trainings, supervisions/intervisions with other staff support positions. Discuss difficulties and problems in counselling with supervisor.
* Support the staff psychosocial support Supervisor or Activity Manager when necessary, in doing sensitization for MSF staff or external partners about mental health /psychosocial issues at work.
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| **Responsabilidades específicas en la Sección MSF / Contexto** |
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| **Requisitos** |
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| **Formación** | Counseling, social work or other similar degree/diploma (bachelor – 3 years study) |
| **Experiencia** | 1 year experience essential. Experience with NGO desirable.  |
| **Idiomas**  | Local language essential. Mission language desirable.  |
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| **Competencias** | Teamwork, flexibility, commitment, service  |

Esta descripción de trabajo puede ser modificado en consonancia con las actividades o la evolución de la Misión.

Al firmar, el empleado reconoce que él / ella ha leído, entendido y aceptado este documento.

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| **Nombre / Apellido del Empleado** |  |
| **Lugar y fecha:** |  |

Firma del empleado:

*(Para firmar en dos copias, una para el empleado y uno para el empleador)*

**MSF is a civil society initiative that brings together individuals committed to the assistance of other human beings in crisis. As such MSF is by choice an association.
 Each individual working with MSF does it out of conviction and is ready to uphold the values and principles of MSF.**