

**Post of Part-Time Email Counsellor**

<b>Name of Post</b>	<b>Part-Time Email Counsellor</b>
<b>Advertisement Number</b>	<b>4iCALL/4/2022/01</b>
<b>No. of Post</b>	<b>04</b>
<b>Last Date of Application</b>	<b>20/04/2022</b>
<b>Duration of Employment</b>	<b>12 months (Part-Time)</b>
<b>Remuneration</b>	<b>Rs. 15,000 per month</b>

**Job Profile:**

The candidate shall report directly to the Programme Director, Programme Associate, the Programme Officers, and the Supervisors at iCALL, and shall be responsible for the following:

- Offer email based counselling along with a team of counselors.
- Address diverse issues related to academics, career, interpersonal relationships, suicide and self harm, gender based violence, gender and sexuality from a psychosocial perspective, over e-mails
- Document and maintain monthly records of emails addressed during the month
- Coordinate with senior team members for supervision and feedback regularly.

Selected candidates will have to undergo a brief training before they start addressing emails. Addressing emails will be a supervised activity whereby an opportunity to learn and upgrade themselves on one hand and to take care of their own mental health issues on the other, will be provided on an ongoing basis

**Desirous Candidates Must:**

- Possess a Master's Degree in Counselling or Clinical Psychology
- Have an experience of academic and therapeutic writing
- Be willing to devote 24 hours in a week and be available specifically on Saturday.
- Good writing skills in both Hindi and English and preferably 1 more regional language
- Be skilled in the use of computers for the purpose of documentation, data analysis and email-based counselling
- Be willing to commit for a duration of at least 1 year
- Have sound knowledge of therapeutic process skills and psychotherapy.

The position is initially for a period of **1 year**, and will be extended depending on performance. Please note that this is a part-time position.

**Interested applicants may e-mail us their CV along with an academic/therapeutic writing sample (in English and Hindi if possible) on [icallhelpline@gmail.com](mailto:icallhelpline@gmail.com) with the subject line 'Application for the post of Senior Counsellor / E-mail counsellor' before the 20/04/2022.** Applications received later than the aforementioned date will not be considered. Be willing to work in shifts on a weekly rotational basis.

For enquiries, contact;

**Tel: 022-25525599**

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