JOB TITLE	Counsellor	**DEPARTMENT**	L-CWPH
REPORTS TO	Centre Lead	**SUBORDINATES**	--
LOCATION	Jaipur	**DIVISION**	Student Affairs

RESPONSIBILITIES

Key Activities
• Provide both individual and group counseling sessions to address students' academic challenges, emotional well-being, behavioral issues, and social development. • Serve as a first point of support during crises, ensuring students and staff receive immediate care and intervention. • Organize and oversee the use of resources to maintain effective student and staff welfare services. • maintain records of available support materials and regularly update the resource inventory. • Work closely with faculty members, parents & students representatives to assess student needs, design intervention strategies, and offer advice on managing classroom dynamics and behavior. • Facilitate Life Skills Education programs to equip students with essential skills for managing their personal psycho – social intellectual like how to develop focus & concentration as well as & health related concern.

QUALIFICATIONS

Essential Qualifications and experience:

Master's degree in psychology with specialization in Clinical Psychology / Social Psychology / Counselling Psychology with minimum 3 years' experience in psychological counselling in a clinical, Medical or Academic institution of repute

Desirable:

1. Ability to conduct individual as well as group psychotherapy/counseling sessions.
2. Skilled in handling psychiatric emergencies effectively.
3. Competence in creating content to promote mental health and well-being among students.
4. Strong verbal and written communication skills.
5. Basic knowledge of computers, including MS Word. MS Excel and PowerPoint.
6. Proficient in documentation, record-keeping, and reporting of psychiatric cases to the concerned authority.

Age Limit

Preferably below 50 years.

25/9/2025