

## **JOB DESCRIPTION**



**JOB ID: RPC|PAC-RPC|FT|PO-CN-01|SC |21**

**OPENING FOR: PROGRAM OFFICER-COUNSELING**

**NAME OF THE PROGRAM: ROMILLA PALLIATIVE CARE**

**ROLE REPORTS TO: ASSOCIATE PROGRAM DIRECTOR**

**JOB LOCATION: SANTACRUZ**

### **ABOUT SNEHA**

A secular, Mumbai-based non-profit organisation, SNEHA believes that investing in women's health is essential to building viable urban communities. SNEHA works on four major public health issues: Maternal and Newborn Health, Child Health and Nutrition, Adolescent Health and Sexuality, and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognizes that in order to improve urban health standard, our initiatives must target both care seekers and care providers. We work at the community level to empower women and slum communities to be catalysts of change in their own right and collaborate with existing public health systems and health care providers to create sustainable improvements in urban health.

### **PROJECT ROMILA**

This project seeks to provide palliative care to all people, irrespective of caste, creed, religion and economic status, to allow them to live their life with minimum pain, with dignity and comfort, to the very end. It seeks to provide prevention of and relief from suffering to patients with life-limiting illness or experiencing intense pain through provision of medical support, counseling and spiritual services and is a pilot initiative for SNEHA.

### **THE PROFILE**

The counselor will support the patients and caregivers deal with their psycho-social, spiritual and economic concerns

### **ROLES AND RESPONSIBILITIES**

- Offering immediate counseling services and support services to patients and care givers approaching the Romila Palliative Care Centre
- Work in close collaboration with the Palliative care team of doctors, nurses and volunteers
- Making regular calls and going for regular home visits to provide counselling services
- Networking with other service providing agencies in the interest of the patient and making appropriate referral
- Attend and support monthly care givers support givers meeting
- Supporting economic concerns of the patients and caregivers by raising funds through trust, donors, schemes, ex-patients
- Supporting the APD in creating reports, data analysis and research
- Administrative responsibility of maintaining case records, registers, writing referral letters, writing minutes etc.
- Preparing monthly case studies

### **QUALIFICATIONS AND EXPERIENCE**

- **Post graduate (MSW/ Psychotherapy/ Counselling) with 3 years and more of experience in counselling.**
- Candidates who have prior experience in working with patients and caregivers will be given preference



### **PERSONAL ATTRIBUTES**

- Unflinching commitment to patient rights
- Ability to put aside personal biases and religious/cultural/social/economic upbringing/values
- Effective communication and inter-personal skills
- Ability to manage change and diversity.
- Enthusiasm for community engagement and networking.
- Strong sense of empathy
- Sound values and work ethics
- Willingness to travel within Mumbai and its environs.
- Willingness to work late and on weekends, if necessary for a case.
- Fluency in English, Hindi and Marathi.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.

### **MANAGEMENT & REPORTING**

- Coordinate on a daily basis with the Palliative Care team of Doctors, Nurses, Counsellors and Volunteers in connection with patients and care givers
- **Report regularly to the Associate Program Director.**
- Manage data capture, storage, analysis and reports.
- Contribute to the organizational culture and work of SNEHA to an appropriate degree

### **Desirable**

- Good Writing skills in English
- Experience in palliative care
- Experience with health care systems

### **APPLICATIONS**

Interested candidates can send their CVs via email to [shikha.kotian@snehamumbai.org](mailto:shikha.kotian@snehamumbai.org) With Subject line:  
**SNEHA-Program Officer-Counseling-Romila Palliative Care- Santacruz**

