



JOB DESCRIPTION: PROGRAM OFFICER-COUNSELLING, ROMILA PALLIATIVE CARE

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 targets four large public health areas: Maternal and Newborn Health, Child Health and Nutrition, Sexual and Reproductive Health and Prevention of Violence against Women and Children.

Our approach is two-pronged: it recognises that in order to improve urban health standards, 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.

ABOUT THE PROGRAM

'Romila Palliative Care- - supports patients with life-limiting illnesses, primarily those with cancer. 'Romila' means 'heartfelt' and symbolizes the loving, compassionate and competent care that this project hopes to provide patients to enable them to live a life of dignity and hope through their illness. It will also support their family and care-givers to help them look after the patient better, with greater assurance and confidence.

THE ROLE

The counselor will provide psychological and social support to patients and their families.

RESPONSIBILITIES

The Counsellor will be responsible for:

1. Offering immediate counseling services and support services to patients and care givers approaching the Romila Palliative Care Centre
2. Work in close collaboration with the Palliative care team of doctors, nurses and volunteers
3. Going for regular home visits
4. Networking with other service providing agencies in the interest of the patient and making appropriate referral
5. Attend and support monthly care givers support givers meeting
6. Administrative responsibility of maintaining case records, registers, writing Referral letters, writing minutes etc.
7. Preparing case studies.

This position reports to the Associate Program Director and is based in Mumbai.

MANAGEMENT & REPORTING

- Coordinate on a daily basis with the Palliative Care team of Doctors, Nurses and Volunteers in Connection with patients and care givers
- Report weekly 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 for someone at Consultant level.

PERSON SPECIFICATION REQUIREMENTS

Essential

- Experience in counselling
- Excellent skills of interpersonal communication, presentation skills
- Education to at least Masters level
- Ability to maintain role boundaries
- Fluency in English, Hindi and Marathi.
- Self-starting and self-monitoring abilities.
- Flexibility in time management.

Desirable

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

APPLICATIONS

Applications to be sent via email to damini.pandey@snehamumbai.org with Subject line: "Program Officer Counseling – RPC"