

Sukoon Counsellor		
Required academic qualifications and experience	Job responsibilities	Emoluments/ Remuneration
<p>Essential qualification and experience: Graduate/Post Graduate in Social Science or Rural Development. Minimum 2 years of relevant experience of working with Government/NGOs particularly on gender issues or in health sector.</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Good communication skills in Hindi and English with ability to communicate fluently in both languages. • Good skills in interpersonal and family counselling. • Proven analytical, documentation and report writing skills. • Computer proficiency especially in internet and other software (MS word, MS excel and MS PowerPoint). 	<ul style="list-style-type: none"> • Day to day operations of “<i>Sukoon Centre</i>” at Civil Hospital • Provide counselling and facilitate legal & police aid to the victims • Record detailed case history of the victims in the intake sheet. • Data entry of all cases in detail in excel format. • Send complete excel sheets to HSHRC twice a month and make corrections, if any. • Checking and keeping records of the documents submitted by the victims and intake sheets along with follow up sheets in an orderly and confidential manner. • Do daily screening and active search in all departments of Civil Hospital to identify vulnerable populations and communicate with other departments • Maintaining co-ordination with Police Department, Lawyers and Police Prohibition Officers at Women Cell for smoother functioning of GHSC. • Maintenance of all records including financial records, minutes of meetings, registers, any event or activity conducted etc. • Compilation of data of GHSC on weekly, monthly and annual basis. • Monthly analysis and reporting to HSHRC in timely manner. 	<p>Rs. 12,000/- for graduate and Rs. 15000/- for post graduate per month</p>