



## **AFESIP Volunteer Requirements and Job Description**

**Job Title:** Psychological Services Advisor and Clinical Supervisor

**Required from:** As early as possible in 2011

### **Qualifications:**

1. Qualification in any of the following fields: Psychotherapy, Arts Therapy, Clinical Psychology, Trauma Care
2. Qualification and experience in Clinical Supervision
3. Professionally registered and licenced to practice with recognised board in your home country (e.g. the Health Professions Council in the UK)
4. Minimum 3 years clinical experience working with children and women who've experienced trauma through; rape, trafficking for sexual purposes, sexual abuse and exploitation, domestic violence  
Managerial experience in terms of the staff management and administrative processes required to run a mental health care department.
5. Experience of developing protocols and policies for psychological services
6. Excellent communication skills including an ability to establish and maintain effective interpersonal cross culture relationships.
7. Ability to work closely with local staff member to train and build capacity in management and ability to problem solve and make relevant decisions required.
8. Demonstrated history of positive collegial relations with colleagues, support staff, administrators and clients.
9. Proficiency in word processing and case management systems keeping
10. Experience in International development situations is highly beneficial.
11. Able to commit to a minimum of one year of voluntary work in Cambodia.
12. Mentally and physically prepared to work across 3 locations, one in a rural area.
13. In a position to support part of their financial living costs for the whole year.

**Background:- AFESIP** ([www.afesip.org](http://www.afesip.org)) is an NGO working in Cambodia to help victims of sex trafficking, sexual exploitation and abuse. It runs 3 centres each housing between 55 and 65 residents. There is also a drop in medical clinic in Phnom Penh (PP) which offers both free medical services and counselling advice to sex workers.

Currently, AFESIP's psychology and counselling department is running with just 2 members of staff; 1 Psychologist who travels between the 3 centres and 1 councillor who is predominantly based in the clinic. AFESIP is addressing this critical need by implementing a 3 year development project plan in partnership with Ragamuffin ([www.ragamuffinproject.org](http://www.ragamuffinproject.org)) who specialise in trauma care through Creative Arts Therapy and have been working in Cambodia for 9 years.

The first year of the project will focus on a pilot project at the Kampong Cham centre (KPC) where long term care is provided to girls below the age of 18. The Ragamuffin Arts therapy team will work there full time along side an AFESIP therapist who is to be recruited on a permanent basis. A full time psychologist will be employed for Siem Reap centre and our current psychologist will be based at Tom Dy centre in PP. Ragamuffin will be providing staff training and consultancy throughout the project.

With increased staffing in the department and a focus at only one of the centres in the first year, AFESIP requires the expertise of a Trauma Care Specialist with supervision experience who

can develop the management of the department and provide clinical supervision for the psychologists working in Tom Dy, Phnom Penh Clinic and Siem Reap Centre. Currently, this level of skill and experience is not available locally and AFESIP do not have the budget to pay the level of salary that a non-local employee would require.

The success of this voluntary position doesn't rely purely on experience, a large part will rely on the individuals flexibility and coping skills to work within very challenging circumstances. They will need the ability to form close working relationships with both the AFESIP staff and our partners – a critical element which requires a specific approach formed through deep cultural understanding, respect and supportive relationships as oppose to the more direct and stringent management approaches that are more common within the West.

The climate and environment of Cambodia can be very physically demanding and combined with the availability of health care, this position may well be unsuitable for anyone with particular existing health issues. The distance between the 3 centres will mean that travelling will form part of the role although we do aim to have internet installed in all 3 centres at some point in 2011 making communication and information sharing easier.

Once the right volunteer has been selected, the financial aspects will be discussed based upon the individuals position. AFESIP does have donors it can apply to for a contribution towards enabling this volunteer to fulfil their position for the whole year.

### **Principal Duties and Responsibilities with support from Ragamuffin:**

#### **Departmental and Administration:**

- Research, develop and write AFESIP's trauma care policies, protocols and practice guidelines. Ensure government policy is consulted and included.
- Facilitate translation and staff training to implement all trauma program policies and procedures and ensure they exist in the daily practices of the centres and not just on paper.
- Help recruit and work closely with the clinical supervisor to develop and maintain effective management of the department and ensure staff have access to the equipment and support they need.
- Facilitate a supportive and collaborative working environment among the department staff members with regular meetings for case discussion and staff counselling.
- Establish a case management process that fosters, high quality care. Build staff capacity in order for the process to run efficiently.
- Enable psychologists to manage their caseload in the most efficient way and with the benefit of the additional support training and responsibility provided to the care givers.
- Discuss any issues, challenges and suggestions for improvements with the Director of AFESIP and Ragamuffin before taking actions.
- Assess needs for equipment, supplies, training and discuss potential funding options with the Director/CEO and Finance department before applications are made.

#### **Implementation of the Model of Trauma/Psychological Care throughout each centre:**

This will form one of Ragamuffin's main focuses at KPC. The Psychological Services Advisor and Clinical Supervisor will need to follow and support their work there and lay steps to ensure the other 2 centres are moving towards the same goals:

- Help establish the Model of Psychological Care, define how the roles of staff working directly with residents contribute to it and how it's goals and will be met.
- Provide education and training sessions for centre staff regarding trauma care and it's importance, best practice, policies and why they need to exist.
- Make steps towards the implementation of regular staff meetings to discuss individual cases with the centre psychologist
- Provide Clinical Supervision
- Support and advise psychologists with recommendations for referring appropriate patients to external specialty services. Ensure relationships and care with these external carers are working successfully.
- Begin to look towards the inclusion of the family within the trauma care program and the steps required to extend the departments services and capacities in this area. To help the team develop continuity of care from assessment through to reintegration.

### **Performance Reporting and Performance Improvement (PI):**

- Analyse current reporting procedures and work with department staff and statistic department to improve quality whilst keeping the process time efficient.
- Determine and implement ways to assess performance and implement steps to make improvements. Build staff capacity within this area.
- Review and investigate all trauma PI inquiries and issues in collaboration with the AFESIP psychology department and Ragamuffin and agree on next steps.
- Monitor compliance with trauma treatment guidelines, policies and protocols.
- Assure that the quality and appropriateness of care is monitored and evaluated and that appropriate actions based on findings are taken on a consistent basis
- Ensure all members of staff working directly with residents and clinic clients are aware of and participate in PI activities.

If you meet the required experience and are available to volunteer from the beginning of 2011, please contact Katy on [grantwriting@afesip.org](mailto:grantwriting@afesip.org). Thank you.