



Kingdom of Tonga.

Tonga National Centre for Women and Children Tonga, By-Pass Rd, Halaleva
P. O. Box 2920, Nuku'alofa, Tonga Islands, South Pacific.
Phone & Fax: (676) 26-567; Email: tncwinfo@gmail.com

JOB DESCRIPTION

COUNSELLOR

Location: Nuku'alofa
Duration: 12 months with possibility of extension (depending on funding availability)
Supervisor: Senior Counsellor

Program Summary

The Tonga National Centre for Women and Children (TNCWC) was established as the Catholic Women's League Project in 1995, a crisis centre for women and children experiencing domestic violence. The centre's name was changed to the TNCWC in order to support access by those of all denominations, and currently provides counselling, advocacy and community awareness-raising to support women and children affected by violence.

The Counsellor is responsible for the provision of counseling services to the clients of the TNCWC and to conduct community outreach and awareness program which support the TNCWC's objective of Elimination of Discrimination Against Women (EVAW).

Specific Responsibilities

- Ability to provide counselling and support services at all times whether physically or via telephone counselling.
- Provide effective home visits.
- Provide non-judgmental, survivors centered counselling services.
- Follow-up and refer cases to appropriate stakeholders.
- Carry out the following task in accordance with the TNCWC Policy and guideline;
 - Promote a culture of confidential and non-judgmental attitude while working with clients.
 - Attend court cases of all TNCWCs clients.
 - Recommend clients to undertake Life Skills Programs.
 - Maintain a proper statistics and counselling database.
- Keep clear and consistent case notes and write impact reports for individual clients.
- Be an Influential and effective communicator.
- In collaboration with other counsellors, deliver a Child Abuse and Neglect Awareness Program for Primary School students.
- Manage Training packages
- Provide influential and effective Communication at all levels
- Highlight training needs to strengthen counselling services.
- Networking with other service providers.
- Other responsibilities that may be directed by the Senior Counsellor





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Requirements

- Minimum of a Graduate Diploma in Counselling (or equivalent)
- Proof of registry as a fully qualified Counsellor
- Experience working with women that have experienced gender-based violence
- Minimum 2 years working as a qualified counsellor or clinical social worker
- A valid driver's license
- Computer literacy and familiarity with Microsoft Office Suite
- A working proficiency in the Tongan and English language would be highly valued
- Self-motivation and the ability to work independently without supervision
- Previous experience facilitating workshops or trainings

