

## **JOB ADVERTISEMENT**

### **HEALTH EQUITY INITIATIVES**

#### **POSITION OF PSYCHOSOCIAL SUPPORT SUPERVISOR**

##### **Roles and Responsibilities for Psychosocial Support Supervisor**

1. The role of institutional building has the following responsibilities
  - a. Orientation on the process and protocols in the provision of psychosocial interventions
  - b. On-going guidance and support to the Psychosocial Support Officers to be able to independently carry out psychosocial interventions
  - c. Orientation on the referral partners and networks for the volunteer Community Health Workers
2. The role of monitoring and evaluation has following responsibilities
  - a. To monitor the implementation of the patient intervention in accordance to HEI's policy and guidelines
  - b. Oversight of the preparation of the monthly summary of PSS interventions
3. The role of coordination which has the responsibilities of
  - a. Oversight within the Psychosocial Support Unit the allocation of case load
  - b. Oversight on the coordination the feedback of patients
4. The role of patient management at the community centre and at the community has the following responsibilities
  - a. Co-ordinate with the relevant team members and other stakeholders to access the public health system and provide support for the refugees and asylum seekers in Malaysia.
  - b. Co-ordinate with the relevant team members and other stakeholders in any other areas and such other tasks that are related to the patient's mental health treatment plan
  - c. Prepare documentation and of reports of patients, which includes but not limited to the patient's needs assessment and background
  - d. Maintain and expand a directory of the available referrals of service providers
  - e. To liaise with the authorities towards the implementation of the security risk protocol at the community centre to ensure the safety and security of the patients
5. The role of capacity building has the following responsibilities
  - a. Developing training modules in the provision of mental health care and support for the refugee population and network partners
  - b. To conduct trainings where necessary
  - c. To provide input in the development of guidelines

- d. Attending internal and external trainings in towards your continuous professional development. In opportunities where you attend external trainings on behalf of the organization, you are to transfer the knowledge towards collectively building the capacities of the team.
6. The role of organizational representation has the following responsibilities
- a. To attend external meetings and trainings where necessary
  - b. Supporting community outreaches when necessary
  - c. To provide documentation of your participation

You also agree that due to this newly created role within the organizational structure, that there will be changes in your role and responsibilities that will be reviewed from time to time.

Interested applicants, please email your CV/Resume to: [admin@healthequityinitiatives.com](mailto:admin@healthequityinitiatives.com) with the subject header "Psychosocial Support Supervisor" by 31st January 2017.