

Psychologist Manager

Pour un Sourire d'Enfant (PSE) - For a Child's Smile is a non-profit organization founded by Christian and Marie-France des Pallières, operating in Cambodia since 1995. Its mission is to help children escape from destitution and lead them to decent, skilled and well-paid jobs.

Recognized by the local authorities, PSE is working in respect of the country with the Cambodians and thus supports sustainable development.

Six main programs – adapted to the needs of the children – have been developed: food, health, protection, education & schooling, vocational training and help for families.

PSE helps more than 6,500 children and more than 6,000 graduates from PSE Vocational Training program graduates have already successfully integrated the job market with a real qualified position. PSE employs more than 650 people in Cambodia (Phnom Penh mainly) and 6 staff at the headquarters in France. 400 volunteers in different countries are actively working on making the organization known through fundraising donations and sponsorships.

In 2000, PSE received the French Human Rights Prize from the French Republic.

Location: Phnom Penh, Cambodia

Starting date: 04/2024

Job description:

She/He will be responsible of facilitating the mental health service : leadership, budget following, reporting to the manager, communication and cooperation with other departments ; ensure that the mental health program is running smoothly according to the 4 defined axes:

- 1. Organize and provide counselling for students and family**
- 2. Trainings for students and PSE staff**
- 3. Risk Prevention**
- 4. Evaluation and orientation towards external resources**

She/He coordinates the activities of the psychology service. Organizes the activity of the service in order to propose effective psychological support for students.

Missions:

1. Scope of job:

Leadership: She/He will manage psychology team and facilitate the work between psychologists and other departments

- Budget following: She/He will be responsible to request the expense for the service to the manager and to follow these expenses

- Problem solving: Takes initiative to problem solving under pressure in order to provide psychological support to students and their family and to follow the psychological therapy standard existing. Shares reflection on the problems faced by the teams concerning cases during meetings and helps in solving problems following existing PSE policies and procedures.

- Counselling: She / He helps students identify and better understand their problematic and orientate them toward adapted resources if a therapy or re-education is needed

- Trainings : She / He regularly designs and presents trainings on psychology thematic regarding students' and teams' identified needs

2. Main Responsibilities:

? Staff Management

? Defines in consultation with the manager the professional objectives of the employees

? Ensures a hierarchical mission within the teams. Demonstrates and models as positive leadership to all staff to promote professional ethics and discipline

? Ensures the team functions properly

? Encourages reflection on work and values practice analysis in the team

? Participates in the creation of job descriptions and the recruitment of team members

? Budget following

? Controls on budget and respect on PSE policy

3. Programs Management

Manage all main activities:

? Coordinates the orientation of students towards the activities under his responsibility

? Coordinates and organizes the counselling provided by psychologists to students and their family

? Ensures consultations and assessment interviews and evaluates indications of treatment if needed.

? Respects psychologist intervention ethics

? Organizes and helps provide trainings on Psychological thematic and Mental health care awareness to staff and students

? Monitors the program activities to ensure the 4 programs go smoothly

? Organizes and participates to meetings with psychologists to share about cases and prepare meetings with the other departments

? Provides organizational tools to facilitate the work of the team

4. Reporting Management:

? Weekly, monthly, semi-annual and annual report to manager

5. Networking:

? Collaborates with any departments/services with managers and/or staff of PSE in order to develop the works and problems solving.

? Helps organize and participates to pluridisciplinary meetings on a regular basis with other departments and shares about cases if needed.

? Identifies and maintains contacts with NGOs, universities, organizations working in the field of psychology, students associations in psychology, professionals of psychology (foreign or Khmer) and others, to orientate students for evaluations or specific follow up.

6 Operation role:

? Organizes weekly meeting

? Controls the budget plan and Operational expenses equal or below budget (Monthly budget review of the data provided by the Finance)

? Conducts technical meeting to discuss about serious cases to find more results and support on technical skills

? Controls and checks, dashboard, semi and annual report for Health Department and quarterly report to the manager

? Participates to the meeting with manager every week and leads team to feedback with relevant people

? Impact of decisions: considers mental health significance and/or risk for the decisions made

? Facilitates the team to control stock in and stock out for using materials

Profile:***Education***

- ? Bachelor in Psychology and Master Degree in Clinical Psychology, Specialized in Child Development
- ? Ideally officially trained to team management

Experience

- ? Five years and strong experiences in Psychology Field, Trauma, Drug Prevention and Psychological Therapy
- ? Strong experience as Child psychologist and at least 5 years of practice in counselling children
- ? Experience in management, project management and team work

Skills

- ? Khmer fluently read, spoken, written
- ? Good command of written and spoken English. French is a plus.
- ? Computer literate (E-mail, Outlook, Ms.Word, Excel, PowerPoint...)
- ? Problems' analysis and solving, needs' analysis
- ? Excellent organizational skills
- ? Excellent interpersonal communication skills, ability to work in a team and adaptive to a diverse team working environment

Specific Technical Competencies

- ? Strong knowledge in group dynamics and individual Psychotherapy interventions technics
- ? Strong knowledge in interview technic for personal assistance and active listening
- ? Strong knowledge in psychological assessments/diagnoses for children
- ? Strong knowledge in Child psychopathology and Child development theory
- ? Knowledge in Children rights
- ? Knowledge in conceptualization of trainings and group awareness to students and staffs
- ? Strong ability to lead and facilitate meetings
- ? Strong ability to manage and coordinate a team (employees, volunteers), plan, organize, distribute the workload and allocate resources for their achievement
- ? Ability to construct and write analyses, formulate proposals, develop projects

Attitudes

- ? Excellent listening and empathy
- ? Patience, adaptability and ability to cope with change process
- ? Proactive posture
- ? Able to ensure timely, high quality results. Being a role model for continuous learning and improvement
- ? Commitment to PSE's vision, core values and code of conduct
- ? Policy compliance and protection of children

Status: VSI ou Contrat local

Details and contact :

www.pse.ngo for comprehensive information concerning PSE

Applications with cover letter and resume should be sent to recruitment@pse.ngo

Recruitment team contact: 093 617 555 Telegram: <https://t.me/pserecruit>