



STAREHE GIRLS' CENTRE

School Counselor Vacancy - 1 Post

RE-ADVERTISEMENT

Date: 8th December, 2025

Applications are invited from suitably qualified individuals to fill the following post at Starehe Girls Centre.

SCHOOL COUSELOR

REPORTING TO: HR AND ADMINISTRATION MANAGER

Job Purpose

A counseling psychologist in a school setting plays a vital role in supporting the emotional, psychological, and academic well-being of students. Their responsibilities include providing individual counseling, facilitating group sessions, and collaborating with educators and parents to foster a healthy learning environment.

Qualification

1. Diploma In Counseling Psychology from a reputable Institution of Learning
2. KCSE C (Plain) and above
3. Must have at least three (3) years in a busy school set up
4. Must be registered/licensed by the Counselling Psychology Board of Kenya
5. Must have the ability to communicate effectively and skillfully

Key competencies

1. **Psychological Assessment and Evaluation:**
 - Proficiency in using various psychological testing tools and techniques to assess student needs.
2. **Therapeutic Intervention:**
 - Providing evidence-based therapeutic techniques (e.g., cognitive-behavioral therapy, solution-focused therapy) to address emotional and psychological challenges.
 - Developing and implementing individualized counseling plans to meet the specific needs of students.
3. **Crisis Management and Intervention:**
 - Responding effectively to mental health crises such as suicidal ideation, self-harm, bullying, or trauma.
 - Coordinating with other professionals, such as school administrators or social workers to ensure students' safety.
4. **Collaboration and Communication:**
 - Facilitating open communication between students, families, and educational staff.

5. Prevention and Early Intervention:

- Developing programs to promote emotional well-being, resilience, and social skills.

6. Cultural Competency:

- Providing counseling services that are sensitive to diverse cultural backgrounds.

Key Skills:

1. Empathy and Active Listening:

- Ability to listen attentively and respond with empathy to students' concerns, fostering a safe and supportive environment.

2. Problem-Solving and Critical Thinking:

- Analyzing student issues from multiple perspectives and developing appropriate solutions and interventions.

3. Communication Skills:

- Strong verbal and written communication skills to effectively convey information to students, parents, and school staff.
- Ability to present in workshops and school meetings.

4. Conflict Resolution: Skill in mediating conflicts and helping students manage interpersonal disputes or emotional difficulties.

5. Time Management and Organizational Skills:

- Effectively managing a caseload of students, prioritizing tasks, and maintaining organized records of student interactions.

6. Ethical and Professional Standards:

- Adherence to ethical guidelines, confidentiality standards, and professional boundaries in all interactions.

Job Description

The roles & responsibilities of the subject position are as under:

- Guide the development and implement a competitive school counseling program that focuses on and promotes students' success.
- Evaluate physical and psychological assessment of the students and give recommendation
- Value and respond to the diversity and individual differences of students
- Ensure equitable access to opportunities and rigorous curriculum for all students
- Provide direct support services through structured conventions
- Provide group or individual responsive services
- Collaborate and consult with parents, teachers, community organizations and other stakeholders

- Perform assessments, interpret tests and study students records and make appropriate recommendations to the management
- Work with peer counselors to support the student body
- Complete regular reports on progress and update the management
- Other duties as may be assigned to you from time to time by your seniors.

Application Process

Interested and qualified candidates are encouraged to submit their applications by following the specified steps. Submit your application by **21st December 2025**.

Step 1: (Online Form)

Click or **Press** the **GFORM** icon to fill the data form online.



Step 2: (Email Submission)

Submit an application letter and a curriculum vitae that includes the contact information of three referees. Additionally, copies of your certificates, testimonials, copies of your ID, and your KRA PIN. Send all documents to **recruitment@starehegirlscentre.co.ke**

