



# STAREHE GIRLS' CENTRE

## School Counselor Vacancy - 1 Post

### RE-ADVERTISEMENT

Date: 8<sup>th</sup> December, 2025

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

### **SCHOOL COUSELOR**

#### **REORTING TO: HR AND ADMINITRATION 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 **21<sup>st</sup> 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\*\*](mailto:recruitment@starehegirlscentre.co.ke)

