

**HAGAR INTERNATIONAL IN VIETNAM
JOB DESCRIPTION**

1. Position Information:	
Job Title:	Psychology Intern (6 months full time)
Reporting line(s) and networks:	<ul style="list-style-type: none"> The position will report to Psychology team leader.
Position Location:	<ul style="list-style-type: none"> Based in Hanoi with possible travel.
Position Purpose:	<ul style="list-style-type: none"> Contribute to professional practices of psychology service and Trauma Informed Care
2. Position Context/background:	
<p>Hagar is a specialist trauma-informed care agency that works primarily with women and children suffering from trauma as a result of human trafficking, slavery and abuse in Cambodia, Afghanistan, and Vietnam. For the past few years we have implemented projects through partners in Singapore, the Solomon Islands and Myanmar. Hagar Vietnam was launched in 2009 in response to the growing magnitude of violence and human trafficking, as well as the severe lack of services available for victims/survivors in Vietnam.</p> <p>In 2021, Hagar Vietnam provided support to 13,739 people directly, 25,073 indirectly and reached 717,363 through our significant communications work during this period that makes the total of our beneficiaries up to 756,175 people. We respond to the needs of vulnerable women and children to receive multi-sectoral support and social services, and be supported by their family and local authorities with survivor-friendly strategies to prevent re-traumatization. We lead prevention activities to build the knowledge and resilience of communities about the right of everyone to be protected from unsafe migration, human trafficking, and child abuse.</p> <p>We build the capacity of partners, including the Vietnamese Government’s Women Union and like-minded agencies, to deliver a specialized model of Trauma-Informed Care in communities. We facilitate empowerment opportunities for women and child survivors to demonstrate their leadership by facilitating voice and agency opportunities in their community, national and international forums. We use field experiences to advocate and influence the strengthening of national legislation and implementation standards, for survivor support and access to social services, whenever we can.</p> <p>Hagar is committed to integrity, the prevention of sexual exploitation, abuse and harassment, gender equality, diversity, inclusion; and safeguarding children and vulnerable adults.</p>	
3. Important Stakeholders & Relationships:	
Internal	Membership Committees/Groups
<ul style="list-style-type: none"> Program staff Country Director 	<ul style="list-style-type: none"> All staff meetings Others as requested
4. Major Responsibilities of the Job:	
<ul style="list-style-type: none"> Support to develop professional materials on mental health and Trauma Informed Creative activities and tools that are available to clients when needed (e.g. information on emotional regulation, communication, boundary etc.) Support the organization of project events (workshops, trainings, etc.) 	

<ul style="list-style-type: none"> • Support the translation of technical/reference documents into English/Vietnamese • Take notes for meetings and communication event. • Support administrative tasks, such as filing, contract support, vouchers etc. • Translate and documents into English/ Vietnamese • Logistic support for group counselling, TIC, training and other project activities. • Attend and/ or do another tasks when requested. 		
5. Position Requirement:		Required or Preferred
Education	<ul style="list-style-type: none"> • Bachelor's degree in psychology 	Required
Knowledge, skills and attitude	<ul style="list-style-type: none"> • Basic knowledge and understanding about mental health, psychology and counselling/therapy • Basic knowledge and understanding about human rights and gender-based violence • Ability to respect the need for confidentiality, especially for the high risk situation of trafficked persons or domestic violence victims • Ability to keep professional boundaries, code of ethics and address all personal issues, which may affect your work • Must possess a professional demeanour at all times, including in high stress situations • Willing to work as part of a team and independently as required • Material documenting • Graphic design 	Required
Language	<ul style="list-style-type: none"> • Be fluent in written and verbal English and Vietnamese • Excellent translation ability 	Required
Experience	<ul style="list-style-type: none"> • Newly graduated 	
6. Core competencies:		
Accountability: We take responsibility for using our resources efficiently, monitoring progress and for being accountable to our clients, our supporters, and partners.		
Collaboration: We build strong relationships that inspire trust, respect and effective communication.		
Creativity: We embrace innovation, change and new approaches to ensure continuous improvement.		
Learning: We pursue excellence by encouraging reflection, continuous learning and professional development.		
Quality: We aspire to high goals and strive for the highest quality outcomes and services		
7. Signatures:		

I have read and received the above job description and agree with the duties and responsibilities of this position.

Psychology Intern _____ Date _____

Country Director _____ Date _____