



Job Description:

Company: International Medical Corps .

Job Title: MHPSS Case Manager .

Contract type: Full Time

Duty Station: Syria (Rural Damascus-Beit Sahem) . **Number of Vacancies:** 1

Application Closing Date: August 31,2026, 4:00PM .

1.JOB SUMMARY:

To provide comprehensive internal medicine care to adult patients in a high-acuity, resource-constrained humanitarian setting, including management of acute and chronic conditions, stabilization of critically ill patients, and support to multidisciplinary clinical teams.

To perform this job successfully, an individual must be able to perform each essential function with or without reasonable accommodation.

2-MAIN TASKS AND RESPONSIBILITIES

- Promote and introduce the International Medical Corps mental health and psychosocial support (MHPSS) services within community settings and PHCs.
- MHCs will act as the primary focal point for MHPSS beneficiaries, conducting the full case management process assessment, care planning, referral, follow up and discharge)
- Conduct an overall assessment for all their beneficiaries by completing the biopsychosocial assessment and the other assessments as required.
- Build and maintain a solid professional relationship with the clients, their environment and support network including family, caregivers, neighbors, and others with the client's consent.
- Provide psychological and social support to MHPSS beneficiaries at the primary health care centers and community settings.
- Comprehend, fully understand and commit to IMC mental health case management model.
- Work closely with the members of MH case management team (psychotherapist, psychiatrist, mhGAP-trained healthcare workers) to develop and follow up on the care plans.
- Facilitate referrals and ensure adequate follow up of all cases referred.
- Conduct outreach activities and home visits when needed.
- Prepare and conduct mental health awareness sessions using the relevant guidance, tools and IEC materials.
- Conduct community-based Psychosocial activities.
- Prepare and conduct psychoeducation.
- Maintain accurate and up to date documentation including activity records, client's files.

- Attend any training relevant to assigned tasks internal or conducted by any other stakeholder after close coordination and approval of the direct supervisor
- Prepare, participate in and document Case Management technical meetings and case conferences.
- Work in close coordination with the MHPSS senior management and focal points on issues related to the field in terms of identification of challenges encountered, gaps, provide all necessary information to ensure better implementation of activities;
- Attend regular meetings with MHPSS focal points Reporting
- Responsible for filling all relevant tools and documentation and should maintain regular updates in close coordination with the case management team;
- Submit monthly reports, in addition to the data collection sheet that should be filled on a weekly basis to the MHPSS manager
- Report any concerning issues first hand to the direct supervisor;
- Provide reports on awareness raising and other PSS services that contain information regarding attendance, age, gender, nationality and impact of the session on participants.

Perform other duties as assigned. The duties and responsibilities listed in this document are representative of the nature and level of work assigned and not necessarily all inclusive.

Code of Conduct

As applicable to this position, an individual must promote and encourage a culture of compliance and ethics throughout the organization and maintain a clear understanding of International Medical Corps' and donor compliance and ethics standards and adheres to those standards. Staff are also responsible for preventing violations to our Code of Conduct and Ethics, which may involve Conflicts of Interest, Fraud, Corruption or Harassment. If you see, hear or are made aware of any violations to the Code of Conduct and Ethics or Safeguarding Policy, you have an obligation to report.

If this is a supervisory position, one must set an example of ethical behavior through one's own conduct and oversight of the work of others; ensure that those who report to you have sufficient knowledge and resources to follow the standards outlined in the Code of Conduct & Ethics; monitor compliance of the people you supervise; enforce the Code of Conduct & Ethics and International Medical Corps' policies, including the Safeguarding Policy and the Protection from Harassment, Bullying and Sexual Misconduct in the Workplace Policy, consistently and fairly; support employees who in good faith raise questions or concerns.

Safeguarding

It is all staff shared responsibility and obligation to safeguard and protect populations with whom we work, including adults who may be particularly vulnerable and children. This includes safeguarding from the following conduct by our staff or partners: sexual exploitation and abuse; exploitation, neglect, or abuse of children, or adults at risk; and any form of trafficking in persons.

Equal Opportunities

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, or disability.

3-Job Requirements:

MINIMUM QUALIFICATIONS :

- Typically, a Bachelor's degree in Social Work, psychology or related area. Equivalent combination of relevant education and experience may be substituted as appropriate.
- Additional qualifications, such as Master's Degree in counselling, psychotherapy, brief psychological interventions or other MHPSS-related qualification is desirable.
- Typically, previous experience in MHPSS service provision, group work and /or community-based activities, and Health or Protection service provision or administration.
- Previous NGO experience desired.
- Adheres to ethical considerations and principles in regards to working with vulnerable populations.
- Excellent interpersonal, written, and oral communications skills;
- Understanding of the project cycle and team work;
- Demonstrated ability to work in a multicultural environment, prioritize tasks, meet deadlines, and ensure high quality work;
- Emotional maturity and agility in working in a fast-paced environment;
- Fluency in the relevant local language.
- Knowledge of English desired.
- Knowledge in Microsoft office . Advance skills in MS Office is a plus

○ **Ethical Conduct at International Medical Corps:**

As part of a global, humanitarian team dedicated to saving lives, easing suffering, and building self-reliance, International Medical Corps staff are responsible for adhering to our *Code of Conduct and Ethics* and for knowing and abiding by International Medical Corps policies and standards. All staff play a vital role in preventing violations of our *Code of Conduct and Ethics*, including conflicts of interest, fraud, corruption, and any kind of exploitation or abuse. International Medical Corps is also committed to providing a safe and healthy work environment free of harassment, bullying, and other misconduct, enabling staff to build and maintain professional, respectful working relationships.

International Medical Corps prioritizes safeguarding the populations with whom we work from exploitation, neglect, or abuse of children and adults at risk, and/or any form of trafficking in persons. International Medical Corps is committed to engaging members of crisis-affected communities to participate in meaningful ways in a crisis response, including making informed decisions about the assistance they receive, mitigating potential risks, and holding us accountable for the commitments we make. All staff are expected to support International Medical Corps' culture of accountability toward our stakeholders, particularly the crisis-affected communities and individuals we serve.

As part of International Medical Corps' commitment to a speak-up culture and as one of the primary ways we collectively hold ourselves accountable for complying with the ethical principles and standards of conduct outlined in the *Code of Conduct and Ethics*, all staff are required to report suspected or actual misconduct or violations of organizational policies. Our *Code of Conduct and Ethics* and *Whistleblower Policy* prohibit any form of retaliation against whistleblowers or individuals who report a concern in good faith. Staff who violate these protections may be subject to disciplinary action, up to and including termination of employment or contractual relationship with International Medical Corps.

○ **About us:**

Humanitarian, nonprofit organization dedicated to saving lives and relieving suffering through health care training and relief and development programs.

International Medical Corps is proud to provide equal employment opportunities to all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability or status.

International Medical Corps never asks job applicants for a fee, payment, or other monetary transaction.

If you are asked for money in connection with this recruitment, please report to International Medical Corps at the website for reporting misconduct : www.InternationalMedicalCorps.ethicspoint.com

Please do not submit your CV or application to this website; it will not be considered for review.

WOMEN ARE STRONGLY ENCOURAGED TO APPLY

This position is urgently required, and recruitment will be conducted on a rolling basis. Interested candidates are encouraged to apply as soon as possible, as the vacancy may be filled before the closing date.

To apply for this vacancy please click on the following link and fill in the required information:

Beit Sahem :

<https://enketo.ona.io/x/KlavnJTV>