



Vacancy Announcement

Job Description:

Company: International Medical Corps.

Job Title: Case Manager.

Contract type: Special Service Agreement.

Duty Station: Syria Rural Damascus (Ras Al Maara – Adra Albalad).

Number of Vacancies: 2.

Application Closing Date: July 2, 2026, 4:00PM.

1. Scope of Work

The Case Manager will be responsible for the following activities:

- Promote and introduce the International Medical Corps mental health and psychosocial support (MHPSS) services within
- 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 a 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) 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 session using the relevant guidance, tools and IEC materials.
- Conduct community-based Psychosocial activities.
- HR-G-159.01 Guidelines & Minimum Standards to engage Non-Standard-Workers (NSW)
- 3 of 15
- Prepare and conduct psychoeducation.
- Maintain accurate data documentation including activity records, client's files.
- Attend any training relevant to assigned tasks internally 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 cases conferences.
- Work enclaves coordination with the MHPSS senior management and focal points on issues
- Related to the field in terms 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 in 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 in on
- A weekly basis to the MHPSS manager
- Report any concerning issues firsthand 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

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

2. MINIMUM QUALIFICATIONS

- University degree (BA or Masters)/ in psychology or counseling
- Volunteering or employment in MHPSS Health service provision.
- Excellent interpersonal, written, and oral communications skills.
- Ability to work with teams, prioritize tasks, meet deadlines, and ensure high quality work.
- Emotional maturity and agility in working in a fast-paced environment

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:

Adra Albalad: <https://enketo.ona.io/x/2t6HpwCq>
Ras Al Maara: <https://enketo.ona.io/x/heuVxW2G>