



December 1, 2023

Tarasha is hiring!

Vacancies for the post of Project Coordinator (1), Training Coordinator (1), Social Worker (2), Facilitator (1), IEC Manager (1) and Admin/Accounts Assistant (1)

Tarasha, initiated in 2011, is a field action project of the Centre for Health and Mental Health, School of Social Work, Tata Institute of Social Sciences, Mumbai. *Tarasha* is a community-based project that works with women living with mental disorders, linking the three cornerstones: Self, Shelter and Livelihoods.

Tarasha invites applications from eligible candidates to work on the Recovery and Reintegration programme; Care-giver Support programme; and Mental Health at the Workplace programme.

1. Name of the post: Project Coordinator

No of posts: 01 (Full time)

Preference: Woman candidate only

Location: Mumbai

Job profile:

- Oversee and administer the project
- Communicate and network with partners
- Identify local and other resources towards mainstreaming women living with mental illness
- Plan and implement Tarasha programmes in the assigned areas
- Lead group and individual counselling sessions with institutionalized women
- Ongoing documentation and research
- Any other tasks assigned by the Project Director

Qualification: Masters degree in Social Work with specialisation in Mental Health, Medical and Psychiatric Social Work

Experience: Minimum 2-3 years of work experience in the field of mental health, counselling, women's issues

Essential skills and other requirements:

- Willingness to engage with various stakeholders and commute in and outside Mumbai
- Passion for mental health, sound understanding of women's lived realities and mental health, creative and having a desire to innovate
- High level of commitment and integrity and ability to work in a team



- Strong written and oral communication skills
- Proficiency in English, Marathi, Hindi, and use of computers
- Ability to undertake research
- Any other tasks assigned by the Project Director

Remuneration: Rs. 60,000/- per month

Duration: One year, extendable based on performance

2. Name of the post: Training Coordinator

No of posts: 01 (Full time)

Preference: Woman candidate only

Location: Mumbai

Job profile:

- Oversee, coordinate and implement Care-giver support programme
- Orient college students on issues related to mental health
- Organise training for student volunteers on care-giving
- Communicate and network with colleges, hospitals, care-givers and other stakeholders
- Ongoing documentation and research
- Any other tasks assigned by the Project Director

Qualification: Masters degree in Social Work with specialisation in Mental Health, Medical and Psychiatric Social Work or Masters degree in Counselling Psychology

Experience: Minimum 2-3 years of work experience in the field of mental health, with a proven ability in training

Essential skills and other requirements:

- Willingness to engage with various stakeholders and commute in and outside Mumbai
- Passion for training, engaging with young people, and having a desire to innovate
- High level of commitment and integrity and ability to work in a team
- Strong communication skills
- Proficiency in English, Marathi, Hindi, and use of computers

Remuneration: Rs. 40,000/- per month

Duration: One year, extendable based on performance



3. Name of the post: Social Worker

No of posts: 02 (Full time)

Preference: Woman candidate only

Location: Mumbai

Job profile :

- Casework with institutionalised women; conducting group and individual sessions with women; supporting them in their journey of recovery through *Tarasha's* recovery and reintegration model
- Orientation and training with college students on mental health and related issues
- Planning and execution of the project's initiative - Care-givers' Support Programme
- Conducting workshops/sessions with employees around mental health
- Ongoing documentation and research
- Any other tasks assigned by the Project Director

Qualification: Master's degree in Social Work with specialisation in Mental Health, Medical and Psychiatric Social Work, Woman Centered Practice or Disability Studies and Action

Experience: Minimum 2 years of work experience in the field of mental health

Essential skills and other Requirements:

- Willingness to engage with various stakeholders and commute in and outside Mumbai
- Ability to develop therapeutic and developmental sessions around mental health
- Strong rapport-building skills and a desire to work in the field
- Strong documentation and communication skills with proficiency in English and Hindi. Ability to speak Marathi will be an added advantage
- Passion for mental health, sound understanding of women's lived realities and mental health, creative and having a desire to innovate
- High level of commitment and integrity and ability to work in a team
- Proficiency in using computers

Remuneration: Rs. 40000/-per month

Duration: One year, extendable based on performance

4. Name of the post: Facilitator

No of posts: 01 (Full time)

Preference: Any gender, trans and non-binary persons are encouraged to apply



Location: Mumbai

Job profile:

- Coordinate and oversee Mental Health at the Workplace programme
- Identify organisations for implementing the programme
- Orient employees of corporate organisations and NGOs on issues related to mental health to initiate a discourse around mental health
- Initiate innovative programmes on mental health and workplace
- Ongoing documentation and research
- Any other tasks assigned by the Project Director

Qualification: Master's degree in Social Work with specialisation in Mental Health, Medical and Psychiatric Social Work, Woman Centered Practice or Disability Studies and Action or Masters degree in Management/ HR

Experience: Minimum 2 years of work experience in the relevant field

Essential skills and other Requirements:

- Willingness to travel in the field
- Strong training skills
- Good written and oral communication skills in
- Self-motivated and dynamic and a team player with multi-tasking abilities
- Proficiency in English and Hindi and use of computers, designing and content development

Remuneration: Rs. 40000/- per month

Duration: One year, extendable based on performance

5. Name of the post: IEC Manager

No of posts: 01 (Full time)

Preference: Any gender, trans and non-binary persons are encouraged to apply

Location: Mumbai

Job profile:

- Create content for social media, campaigns, orientations, trainings
- Manage Tarasha's webpage
- Create engaging storylines of women supported by Tarasha
- Creation of brochures and other communication material as required
- Maintain a repository of media coverage and all communication (print, online and virtual)



- Create visibility for the various project activities on multiple platforms with targeted communication
- Manage and create publications, reports of the project

Qualification: Masters in Communications / Journalism/ Media and Cultural studies or related field

Experience: Minimum 2 years of work experience in the relevant field

Essential skills and other Requirements:

- Willingness to travel in the field
- Strong communication skills
- Self-motivated and dynamic and a team player with multi-tasking abilities
- Proficiency in English, Marathi and/or Hindi and using computers, designing and content development

Remuneration: Rs. 40000/- per month

Duration: One year, extendable based on performance

6. Name of the post: Admin / Accounts Assistant

No of posts: 01

Preference: Woman candidate only

Location: Mumbai

Job profile:

- Maintain, check and verify all bills/ accounts of the project
- Liase with accounts and admin department of TISS for smooth functioning of the project
- Filing and documentation
- Prepare utilisation certificate for the project
- Any other tasks assigned by the Project Director

Qualification: Degree in Commerce

Experience: Minimum 2 years of work experience in the relevant field

Remuneration: 20000/- per month

Duration: One year, extendable on basis of performance

Last Date for application: December 10, 2023



Please send the CVs by email to tarasha2011@gmail.com

Only short-listed candidates will be called for an interview.

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