PERSONAL ADVISOR

Job Description:

**Personal advisors** provide impartial and confidential information, advice, and guidance to individuals about a variety of social, financial, legal and employment problems. Advice workers help people in crisis situations with complex problems. These can be corporate executives, politicians, celebrities, or other private clients.

Job Responsibilities:

* talking to clients online, via the telephone and/or face-to-face, and assessing their needs
* providing advice
* mediating on a client’s behalf and providing legal representation at court cases and tribunals
* maintaining records and information systems
* compiling statistics
* writing reports
* preparing/distributing publicity materials and displays
* interpreting legislation and researching cases
* referral and liaison with other relevant organizations

Job Qualifications:

* Masters in psychology, or related social science
* PhD in psychology, or related social science preferred
* Additional degree in field in which advice is given preferred
* Experience as an personal advisor

Opportunities as a personal advisor are available for applicants without experience in which more than one personal advisor is needed in an area such that an experienced personal advisor will be present to mentor.

Job Skills Required:

* Resourcefulness
* Verbal and written communication skills
* Research skills
* Maturity and emotional intelligence
* Ability to adapt solutions to fit the client
* Confidence
* Patience
* Good listener
* Empathy
* Compassion