



## **VACANCY:**

**ROLE TITLE: HEAD SOCIAL WORKER**

**LOCATION: A COMMUNITY CENTRE SCHOOL –Mathare, 4B (NAIROBI)**

**Role Summary:** You are responsible for coordinating holistic child development (i.e. economic, social, spiritual and physical) but with a particular bias on the Health, Nutrition, Sanitation, Psychosocial Support, Needs Assessment and Home Visit aspects of child development in the school of 200. In line with the mission, vision and strategic objectives of the organization.

### **Role Details:**

- ✦ Coordinate recruitment of eligible children and other beneficiaries into our programs
- ✦ Supervise the performance of social workers in the centre.
- ✦ Receive, Compile and Submit profiles of newly-recruited beneficiaries to the program supervisors.
- ✦ Ensure children's housing, hygiene and safety through established procedures, follow-ups and home visits
- ✦ Ensure provision of quality (proper diet) and adequate quantity of food for the children
- ✦ Ensure children's health needs are attended to, ensure maintenance of relevant records and submit regular reports on their health status (An extended sick off should be supported by relevant documents from recognized medical personnel) to management.
- ✦ Skillfully and professionally detect and investigate problems that children may be undergoing to facilitate intervention.
- ✦ Regularly liaise with the education and administration departments to enhance centre operations as well as the performance of the children in their development.
- ✦ By networking with other likeminded groups, organizations and the government, promote enriched and viable working relationships and team spirit amongst project departments and community
- ✦ Cooperate with other members of staff, parents/guardians and various stakeholders to instill and keep high level of discipline amongst children including discouraging the use of illegal substances and mingling with bad company.
- ✦ Schedule regular meetings, trainings or discussions on relevant topical issues with parents/guardians
- ✦ Work with caregivers/parents/guardians to draw up holiday and weekend programs for children e.g. holiday mentorship programs
- ✦ Compile and submit the monthly budgets for the assigned stations to the project office.
- ✦ Coordinate graduate programme including school visits, special events, holiday activities, reporting on the same (where applicable).
- ✦ Coordinate inspection of consumables in the kitchen, store (or the homes if need be) for inventory control and management.
- ✦ Provide proper and sound guidance to children transitioning from the community to other institutions.

- ✦ Organize and aid the rest of staff to hold regular meetings and activities with children to encourage holistic growth e.g. morning devotions, educational trips, group counseling, VBS, Talent Day, birthday celebrations, etc
- ✦ Ensure viable networking with adoption services department for full welfare of children (where applicable)

As Head Social Worker, you must demonstrate professionalism, competence and integrity in facilitating the needs identification process for both foster, kinship and residential child-related programs. You will need to manage various interests at your level within the community, partners and other stakeholders. You will take an active role in running child-related activities to best practice standards as may be assigned by your supervisor.

### Minimum Requirements

- ✦ **Be a Holder of a degree or Higher National Diploma in Social Work, Early Childhood Education or equivalent** from a recognized institution
- ✦ **MUST be a mature born-again Christian** with a supporting verifiable testimony.
- ✦ **At least 3 years relevant work experience in a recognized child welfare institution. Experience in a school setting will be a distinct advantage.**
- ✦ **Must be aged 27 years and above**
- ✦ **Have experience of working with disadvantaged or orphaned children and poor communities**
- ✦ **Have thorough knowledge and understanding of government policy on vulnerable and disadvantaged children (Children Act-2003)**
- ✦ **Sound understanding of and conversant with public code, rules and regulations regarding child welfare**
- ✦ **Ability to coordinate children activities like sports, drama, devotions among other extracurricular activities**
- ✦ **Excellent track record of work with children and no criminal record**
- ✦ **Ability to develop and maintain constructive and cooperative working relationships with relevant stakeholders.**
- ✦ **Good organizational and training skills, an enthusiastic approach to work, ability to perform under minimum supervision, pressure and demanding circumstances**
- ✦ **Ability to prepare and submit reports as per organizational requirements**
- ✦ **Excellent communication skills (internal and external) – English and Kiswahili**
- ✦ **Have excellent communication, interpersonal and leadership skills**
- ✦ **MUST be flexible, self-motivated, hardworking and a team player**
- ✦ **Ability to supervise cooking will be an added advantage**
- ✦ **Good level of computer proficiency on MS Office, Internet, Email and social media.**
- ✦ **Certificate of Good Conduct from relevant government authority**
- ✦ **An understanding of the social dynamics of the community, being conversant with the local language and the general geographical area is mandatory.**

### Application Process –

1. Please send your **customized cover letter** via <https://forms.gle/Q1DWn2ncXFDJyqjP9> **Step 1 is a mandatory step.**
2. Send **updated CV** to [vacancies@yatimaoutreach.org](mailto:vacancies@yatimaoutreach.org) not later than end of day **Friday 16<sup>th</sup> August, 2024.** **Do NOT send in your testimonials at this point.**