

**MISSIONS OF HOPE INTERNATIONAL
JOB DESCRIPTION**

Position: Social Worker
Reports to: Head Teacher
Supervises: Interns
Department: Education
Grade:

OVERALL JOB PURPOSE

The position is responsible to promote holistic transformation to the child, the family and the community using CHE principles. The holder identifies problems, develops and obtains resources and information in order to improve the spiritual, educational, physical, psychosocial and economic wellbeing of children, their families and communities.

DUTIES AND RESPONSIBILITIES.

1. Identify and recruit the needy children to the programme as per the MOHI criteria.
2. Ensure data collected for the children is keyed in portal and updated regularly.
3. Ensure 100% retention of the children in the program.
4. Advocate for Children Rights and Responsibilities among the Children, parents, staff, community and other stakeholders in line with the MOHI Child Protection and Safety Policy.
5. Conduct two family assessments annually using the Family Advocacy Support Tool (FAST) and develop intervention plans.
6. Train households in health promotion and disease prevention.
7. Conduct at least 4 holistic home visits per family each year and do objective documentation for record keeping, follow up and further actions.
8. Intentionally evangelise, disciple, guide & counsel the children and families both in school and at home in line with sound Christian doctrine.
9. Conduct daily morning visits to designated classes and gather information requiring follow up e.g. absentees, sick cases, continued lateness, hygiene issues and any other issue that affects the child both at school and at home.
10. Facilitate 100% transition of pupils to high schools including their fee payments and following them up while in high schools.
11. Follow up on all learners to join and participate in Mentorship Program at the different levels.
12. Assess, recommend and facilitate the transition of pupils to MOHI boarding schools and ensure follow up.
13. Identify and refer community members to MOHI economic empowerment programs, members with special needs to appropriate service providers and make follow-ups.
14. Actively participate and support the short term mission teams and partners conduction of objective home visits and other projects.
15. Enhance Child/Sponsor relationship through letter writing and delivery, gift issuance and thank you cards in liaison with the child sponsorship officer.
16. Promote parents participation in the school through payment of monthly and other approved contributions, participation in parents meetings and academic clinics.
17. Track, document progress and transformation of the children and their families by regularly updating the portal and submitting transformational stories (the stories include the 4 mission areas)
18. Write and submit timely, accurate and comprehensive weekly, monthly, quarterly reports and as may be required from time to time.
19. Ensure all families are in functional Growth Groups.
20. Perform any other duties as may be assigned by the supervisor from time to time.