

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 for promoting 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. Recruitment.

- Identify needy and deserving children from within the school neighbourhood for recruitment into the MOHI program
- Enter accurate student's data into the portal
- Ensure all students that have been approved by the headteacher are recruited in the portal with the correct data as it appears on their birth certificates and the recruitment form.
- Ensure all newly recruited students are present during the photo taking exercise in the correct school uniforms
- Ensure all students approved are taken photos and are active in the portal.

2. Students Updates

Update photos and Bios, Other student's information

- Ensure all students have their update photo taken every 2 years and the same upto date on portal
- Ensure every student bio is accurately updated every 2 years on the portal
- Ensure accurate sponsor updates are forwarded to the relevant office as requested
- Ensure that every student reflects correctly on the portal and are in the correct school, class and stream throughout the year.
- Update the sponsors on the student's welfare both family and personal through reports to the CS office

3. Students Retention

- Ensure every student recruited in the MOHI program is retained through regular follow up and home visits.
- Conduct family visits for absentee students
- Employ the resources provided by the organisation on students follow up and retention
- 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.
- Ensure every student that is no longer in the program is updated as such in the portal
- Follow up and ensure all students transit to high school

4. Students and family transformation/Home visits and Family assessment

- Conduct 2 family assessments annually using the Family Advocacy Support Tool (FAST) and develop intervention plans.

- Conduct at least 3 holistic home visits per family each year and do objective documentation for record keeping, follow up and further actions.
- Train households in health promotion and disease prevention as well as have healthy homes groups.
- Conduct at least 2 objective parents' meetings every term.
- Intentionally evangelise, discipline, guide & counsel the children and families both in school and at home in line with sound Christian doctrine.
- 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.
- Ensure family and students with difficult life issues are given the correct/right referral's
- Refer students and parents to the MOHI clinics for medical care and further follow up to ensure they get assisted.
- Encourage parents to register with SHIF and formulate case studies for students who may need further referral's through the Health department.
- Identify and refer community members to MOHI economic empowerment programs, members with special needs to appropriate service providers and make follow-ups.
- Promote parent's participation in the school through payment of monthly and other approved contributions, participation in parents' meetings and academic clinics.
- Ensure all families are in functional Growth Groups.
- 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)

5. Transition and transfers

- Assess, recommend and facilitate the transition of pupils to high school and MOHI boarding schools.
- Ensure all students transfers are approved and correctly reflect in the portal.
- Communicate on any transition changes for sponsor notification
- Facilitate 100% transition of pupils to high schools including their fee payments and following them up while in high schools

6. Mentorship

- Follow up on all learners to join and participate in Mentorship Program at the different levels.
- Mobilize and follow up on all post high school (form 4 graduates) students to register and participate in Mnara program
- Ensure every post form 4 graduate correctly reflects in the portal.
- Work closely with the mentorship team during the student's mentorship programs and camps
- Mobilize and prepare students for the Angaza camp

7. Correspondence/Sponsor relations

Gifts, Letters, messages and Sponsor visits

- Mobilize students and ensure they respond to sponsor messages within 3 days of receiving the message.
- Put messages on hold for absentee students and ensure they are responded to when the student returns to school.
- Mobilize and confirm students for gifts delivery by informing their parents and guardians
- Ensure every student that receives a message personally makes the response
- Ensure every student handwrites their thank you note on receiving the gift.

- Ensure timely communication for an already confirmed student to the CS office
- Ensure every student writes a letter to their sponsor every term.

Short term teams/Sponsor relations

- Actively participate and support the short-term mission teams and partners conduction of objective home visits and other projects.
- Confirm students that are attending school on church reports
- Confirm availability of students to be seen by the sponsors
- Be available for sponsor/students visits at the centre and in their homes
- Be available to give information on students as required by the sponsors.
- Write and submit timely, accurate and comprehensive weekly, monthly, quarterly reports and as may be required from time to time.

8. Perform any other duties as may be assigned by the supervisor from time to time.

Academic and Professional Qualifications & Experience

- A holder of Bachelor's degree in community development/ social work/ project management/ public health/ Theology/ Business/ Counselling.
- Diploma holders in the above disciplines who have at least 3 years relevant experience can also be considered.

Competencies/Abilities/Skills Required

- Strong Christian with demonstrated commitment, and active involvement in church.
- Computer literate and tech savvy
- Flexibility and open to learn
- Experience and passion to work in vulnerable communities
- Counselling skills (even if acquired through in-house training)
- Training in First Aid
- Strong analytical and problem-solving skills.
- Strong interpersonal skills and able to work with people at different levels including children, community members, church leaders, and donor agencies.
- Effective communication & report writing skills and fluent in oral and written English and Kiswahili.
- Ability to develop, nurture and maintain productive networks.