



## **CAREER OPPORTUNITY**

**Job Title:** Community Outreach & Social Services Officer  
**Reports To:** General Manager

### **POSITION OVERVIEW:**

The Community Outreach & Social Services Officer is responsible for the effective and efficient functioning of the Social Services Unit. S/he will provide appropriate advice, support and resources to the clients of KIND towards the improvement of their social and psychological functioning. Additionally s/he will conduct community based development outreach programs and interview clients and their families coordinating and planning appropriate interventions and activities in accordance with the strategic goals of KIND.

### **Duties and Responsibilities:**

- ❖ Maintain operation of the Social Work Unit by following policies and procedures; participating in quality reviews and reporting needed changes.
- ❖ Monitor planned actions by periodic follow-up.
- ❖ Ensure that the approval procedure of clients is followed through via the Screening Committee unless otherwise advised by the General Manager or Board of Directors.
- ❖ Guarantee that all Clients receive the assistance that they have been approved for and that all visits/ issues are documented and filed.
- ❖ Recommend to the General Manager developmental programmes based on the clients' needs.
- ❖ Implement seminars and seasonal functions in collaboration with the Marketing Officer as necessary.
- ❖ Prepare comparative reports, graphs, and pie charts, on the Social Work Unit.
- ❖ Maintain record of clients and ensure ALL files are updated weekly and that they include updated photograph, awards, achievements, craft, and artwork or any information showing the development of each child
- ❖ Present life skills plan and Care Plans at the beginning of each term and updated monthly.
- ❖ Periodically accompanying students in unique or special situations (as determined by the GM) to counseling.
- ❖ Submit bi-monthly reports on the Social Work Unit to the GM.
- ❖ Work in collaboration with the Marketing Officer to produce and disseminate information, flyers and other outreach material.
- ❖ Provide recommendations on Parents who require Parenting and Life skill sessions and plan workshops accordingly.
- ❖ Monitor the Efficiency of the Life-Skill programs and recommend changes where possible to meet the needs of the parents/clients



- ❖ conduct interviews with individuals and families to assess and review their situation;
- ❖ undertake and write up assessments (sometimes in collaboration with other professionals), which meet specified standards and timescales;
- ❖ organize and manage care packages/hampers of support
- ❖ recommend and sometimes make decisions about the best course of action for a particular person or family;
- ❖ Participate in training, supervision and team meetings.
- ❖ Obtain assistance for client by referring him/her to community resources; arranging for appointments; establishing rapport with other agencies.
- ❖ Network with other Nonprofit Organizations and Government Institutions for the benefit of KIND clients.
- ❖ Maintain client confidence and protect operations by keeping information confidential.
- ❖ Contribute to team effort by accomplishing related results as needed.

**Key skills required:**

- Commitment
- Patience
- Flexibility
- Able to cope with traumatic situations
- Problem solving
- Analytical skills
- Objectivity
- Confidentiality
- Organization
- Planning and Reporting Skills
- Persistence
- Proactive
- Listening
- Verbal Communication

**Minimum Experience and Qualification:**

Proven work experience as a social worker for a minimum of three years  
Working knowledge of social theories and practices  
BS degree in social work, psychology or sociology  
Social perceptiveness and empathy  
Ability to build and maintain professional helping relationships  
Ability to relate and communicate with diverse population and groups  
Resilience along with ability to assess situations  
Willing to submit to background checks

**How to Apply**

Please send resumes and cover letters to:

Ms. Jill De Bourg – General Manager – [gm@kindkid.org](mailto:gm@kindkid.org)

Only qualified individuals being considered will be contacted for an interview.

Deadline for Application – February 20th, 2019