

# JOB ANNOUNCEMENT

## Case Manager

### GENERAL RESPONSIBILITY

Together with the current Case Manager, oversee the Educational Assistance Initiative (EAI) and provides support to the implementation of the major projects of the Community Assistance Program.

### CHARACTERISTICS of the JOB:

- Conducts assessments of beneficiaries and their families and formulates treatment plans.
- Develops, monitors, and evaluates treatment plans and progress.
- Counsels beneficiaries and/ or their families to develop life skills and set goals.
- Works with community partners and colleagues to maximize the assistance for beneficiaries.
- Conducts orientations, workshops and trainings to EAI beneficiaries and parents.
- Facilitates preparatory activities for the signing of Memorandum of Agreement with the recipients of the Educational Assistance Initiative.
- Implements Environmental Awareness for Children and Youth (EACY) activities among beneficiaries of educational assistance and implement the Food Security projects in coordination with Environmental Awareness for Children and Youth (EACY) Program.
- Organize the EIA beneficiaries to be an active member of the community on matters/issues that affects them.
- Establishes coordination and networking with other key stakeholders such as School authorities, Local Officials to augment in the provision of supply side requirements and Support services for Educational Assistance Beneficiaries of the program.
- Prepares regular updates and reports as required by the Coordinator, Executive Director and the Funder.
- Performs other tasks that may be assigned

### MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's Degree in Social Work
- 1 year experience
- Computer Literate

### COMPETENCIES:

- Is cause-driven and passionate about our mission.
- Have excellent written and oral communication and people skills
- Is self-motivated, responsible, honest, trustworthy, and a team-player.
- Has a dynamic personality with a lot of energy to motivate others.
- Is flexible and open minded.



Stairway Foundation Inc., Barangay Aninuan, Puerto Galera  
contact: +63 917 8431922, admin@stairway.ngo

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Stairway Foundation maintains a child protection policy, of which, all successful candidates must abide by.

**Interested candidates must be willing to start immediately.**

**Salary and benefits will depend on the successful candidate's qualifications, range and depth of experience.**

### **APPLICATION:**

You may send your letter of intent and updated resume through: [admin@stairway.ngo](mailto:admin@stairway.ngo) and [amihan@stairway.ngo](mailto:amihan@stairway.ngo), and address the letter to: **Mr. Lars C. Jorgensen, Executive Director**

**Deadline for sending the application is on: July 12, 2024.**



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