

# Case Manager

## GENERAL RESPONSIBILITY

Oversee the Educational Assistance Initiative (EAI) and provide support to the implementation of the major projects of the Community Assistance Program together with the current Case Manager.

## SPECIFIC TASKS AND RESPONSIBILITIES:

- 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
- Observes all organizational policies and procedures and abides by our Child Protection Policy at all times.

## MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's Degree in Social Work
- Registered Social Worker
- 1 year experience in the field of Social Work or Case Management
- Computer Literate



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