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| **TITLE:**  Child Protection and SGBV Case Worker |
| **TEAM/PROGRAMME:** Child Protection | **LOCATION:** Kirehe – Mahama Camp |
| **GRADE**: TBD(It should be harmonised) | **CONTRACT LENGTH:** Fixed Term |
| **CHILD SAFEGUARDING:** Level 3:  The post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs. |
| **ROLE PURPOSE:** Supporting individual children and families through provision of case management services and increasing the community’s capacity to identify and respond to child protection concerns.In the event of a major humanitarian emergency, the role holder will be expected to work outside the normal role profile and be able to vary working hours accordingly. |
| **SCOPE OF ROLE:** **Reports to: *Case Management Team Leader*** **Direct:** Case Management Volunteers**Budget Responsibilities: *N/A*****Role Dimensions**: ***Working directly with children and families while maintaining internal working relationships and external coordination and referrals.***  |
| **KEY AREAS OF ACCOUNTABILITY :** **Direct Case Management Support*** Provide comprehensive and gender sensitive case management services and psychosocial support to vulnerable children including children at risk of abuse, exploitation, neglect, violence and unaccompanied,separated children and children with disability with protection concern.
* Ensure children receive appropriate individual case management support by conducting registration, assessments, case plans, direct service provision, referrals and follow up support for an assigned caseload of children in line with Case Management SOPs.
* Conduct regular follow-up and monitoring visits based on the child’s needs.
* Ensure that urgent and challenging cases are immediately discussed with direct supervisor and presented in case conference.
* Establish and maintain constructive relationships with service providers to facilitate case management referrals in project sites, under the supervision of the Case Management Team Leader.
* Work closely with the CP and community service team, community based child protection mechanism to ensure the effective identification of vulnerable and at-risk children.
* Ensure that confidentiality, informed consent, the best interests of the child, Do No Harm, and other case management principles and best practices are adhered to throughout the case management process, including the utilisation of appropriate tools and case management forms.
* Work with cultural sensitivity and respect the dignity of vulnerable children and families and members of the host communities at all times.

**Community Mobilisation*** Support community based mechanisms, including selection, training and mentoring of Case management Volunteers as required, in collaboration with the responsible Child Protection Officer.
* Support community awareness sessions on child protection concerns, identification of vulnerable children and the process of registration of separated/unaccompanied children including family tracing and reunification.

**Unaccompanied and Separated Children – FTR and Alternative Care*** In case of separated and unaccompanied children, Case worker should document, follow up and determine the child’s best interest according to the standard of family tracing and reunification procedures.
* Provide reintegration support and follow up to reunified cases.
* Place, Monitor and support temporary care arrangements and foster care for separated/unaccompanied children.

**Administration, Documentation and Reports*** Maintain accurate and up-to-date case files for all child protection cases.
* Participate in case conferences and case management meetings as required.
* Adhere to strict confidentiality and information management standards and protocols, sharing information only in compliance with these standards
* Support and participate in programme monitoring and evaluation activities as requested.
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| **BEHAVIOURS (Values in Practice**) (**Section should not consist of Competencies as this are the standard Values in practice)****Accountability:*** holds self accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values.
* holds the team and partners accountable to deliver on their responsibilities - giving them the freedom to deliver in the best way they see fit, providing the necessary development to improve performance and applying appropriate consequences when results are not achieved.

**Ambition:*** sets ambitious and challenging goals for themselves and their team, takes responsibility for their own personal development and encourages their team to do the same
* widely shares their personal vision for Save the Children, engages and motivates others
* future orientated, thinks strategically and on a global scale.

**Collaboration:*** builds and maintains effective relationships, with their team, colleagues, Members and external partners and supporters
* values diversity, sees it as a source of competitive strength
* approachable, good listener, easy to talk to.

**Creativity:*** develops and encourages new and innovative solutions
* willing to take disciplined risks.

**Integrity:*** honest, encourages openness and transparency; demonstrates highest levels of integrity
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| **QUALIFICATIONS** University degree in social sciences, arts, public administration, social administration, community development.  |
| **EXPERIENCE AND SKILLS****Essential*** 2 years’ experience working with child protection case management and SGBV domain.
* Ability to communicate in English and French and Kinyarwanda through verbal and written communication.
* Good technical understanding of child protection and community based approaches.
* Computer knowledge.
* Strong interpersonal and communication and interviewing skills.
* Be able to prioritize tasks.
* Able to work to tight deadlines and under pressure.
* Experience with community development, working with children and schools.
* Very good communication and interpersonal skills.
* The ability to think critically and to recommend good solutions to problems.
* Strong Organizational skills.
* Ability to conduct outreach at the community level.

**Desireable*** Experience working in humanitarian crises and/or refugee settings.
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| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written & reviewd by:**  | **Date:**  |