

# IGNITE CHANGE

## CASE WORKER

### SUMMARY

This is an exciting opportunity to join a growing organization called Ignite Change. We are looking for a passionate case worker who will work hard to ensure cases are prevented in the community and justice is served. This position would be a good fit for someone who wants to see lives transformed.

Airtime and other organization expenses will be paid by Ignite Change. At the end of the 6-month period, this contract may be extended or you may be offered full employment which is determined by your performance review.

**Work Location:** Kamdini Sub-County; Oyam District

**Position Type:** Full Time; 6-month contract

**Reports to:** Community Outreach Manager

### JOB DUTIES AND RESPONSIBILITIES

#### A. PREVENTION

- Participate in internal training and create training manuals for volunteers.
- Conduct focus groups with community members
- Train local leaders (volunteers) on child protection, gender-based violence, and case management
- Help organize radio talk shows and further trainings about relevant topics surrounding prevention
- Suggest and facilitate creative ways for community engagement in the project

#### B. CASE MANAGEMENT

- Work with the case desk attendant to respond to cases promptly.
- Advise survivors/ family of survivors on required steps to resolve the case.
- Accompany survivor to proper authorities
- Work alongside authorities, government organs, and other partners.
- Coordinate logistics, with case desk attendant, for survivor to meet all legal requirements for a case
- Keep precise documentation of all events, evidence, and documents along the process
- Monitor the safety and well-being of survivors and their families
- Assist with mental health concerns, behavioral concerns, and positive behavioral support
- Provide counseling services as needed with survivors and their families
- Conduct home visits in scheduled intervals

### **C. REPORTING**

- Prepare narrative reports/ impact reports on how survivors and their families are responding to the process and subsequent counseling. Include pictures and videos
- Create a weekly action plan at least the Friday before the following work week
- Keep record of daily activities (site visits, counseling sessions, etc.) and share with the Ignite Change team each week
- Participate in continuous staff professional development and activities for learning and idea generation
- Create purchase requests as needed for needed materials for have successful programs

The above list of job duties and responsibilities is not exhaustive. Additional duties and responsibilities may be added at any time.

### **REQUIREMENTS**

- Bachelor's Degree in Social Work or Development Studies or Community Psychology or a degree in a related field
- Agree with Christian mission, values, and objectives of Ignite Change
- Valid riding permit
- Fluent in Luo
- Knowledge of social work principles and practices and their applications to complex casework and treatment.
- Knowledge of individual and group behavior and the ability to handle situations as they arise.
- Recommendation letter from your church pastor
- Passionate about helping vulnerable groups of people
- Exhibit the highest level of integrity
- Be open, accessible, and available
- Be responsive and flexible
- Must be effective in written and verbal communication in English
- Excellent communication, interpersonal, and organizational skills
- Ability to complete tasks efficiently and in a timely manner, with minimal or no prompting
- Ability to work a flexible schedule, including Saturdays
- Flexible to adapt to the ever-changing environment and growing business
- Self-motivated and innovative

### **JOB APPLICATION PROCEDURE**

All suitably qualified and interested applicants should submit their application letter, valid academic documents (Certificates & Transcripts), National ID, and detailed resume (CV) with two professional referees and a recommendation from your church pastor to [hello@ignitechange.com](mailto:hello@ignitechange.com)

Ignite Change is an International NGO. Visit [www.ignitechange.com](http://www.ignitechange.com) to learn more.

Application Deadline: Friday, 21st December 2021