



Job Description

Job title:	Social Worker, Transforming Care
Unit:	Child Protection (Demonstration and Field Building)
Reports to:	Programme Manager
Responsible for:	Emergency and Response Care Assistant (x2) Economic Recovery Assistant and Education Assistant
Location:	Port-au-Prince, Haïti

Named after the light-giving spell in Harry Potter, Lumos is an international children's organisation founded by J.K. Rowling in 2005. We have a bold mission: to have a world without institutions and orphanages by 2050. Research shows the dramatic harm that institutional care causes to children and the proven benefits of the alternatives: community and family care. Lumos tackles the root causes of family separation – poverty, trafficking and discrimination – and transforms care systems around the world. We speak up on behalf of children trapped in institutions and reunite them with their families. And we change education, health and social care systems so every child can thrive.

Job purpose

The Social Worker, under the supervision of Programme Manager, will lead the care of all reunited families and DI process. She/he will ensure that all technical aspects are respected throughout the process of reunited children care. She will provide technical aspect on transforming care system. She/he will provide technical aspect to other partners working in child protection system mainly on DI to address this problematic with efficiency base on a good strategy and implementation plan.

The position is based in Port Au Prince with different travel in provincial towns and rural areas

Job objectives:

- Under the supervision of the Programme Manager, coordinate the care of all reunite children mainly the technical aspect.
- Ensure the application of Lumos Safeguarding in all programme activities.
- Assist the Programme Manager in the programme management process
- Provide technical support to other partners working in DI
- Support the Programme Manager in the process of transforming institutions that want to be transformed into a family-based community-based care system.
- Provide overall leadership and coordinate all DI activities

- Lead in the assessment and care planning process for the children in the institutions that have been identified for closure.
- Thorough management ensuring that the children's best interests are considered when planning the movement of children and that their safety and welfare are paramount considerations.
- Manage the process of tracing and assessing families.
- Ensure that all children are prepared prior to being reunified or placed in foster or other care.
- Manage the monitoring process, ensuring the safety and wellbeing of the children after reunification or placement.
- Manage and supervise 2 officers and support them to develop and be more responsible in their decision-making to create new leadership in Lumos.
- Ensure a good case management in collaboration with the team.
- Work closely with the Programme Manager in the operation system of Lumos in the objective to be more efficiency in administrative and financial affairs.
- Ensuring compliance with Lumos procedures.
- Promote a good relationship and respect for the values of Lumos.
- Participate in decision making related to the project.
- Represent or assist the Programme Manager in meetings with partners evolving in the sector.

Scope:

- Support the development of an organisational culture of quality that reflects Lumos values, promotes accountability and high performance, encourages a team culture of learning, creativity and innovation, and enables to deliver outstanding results for children.
- Help establish, coordinate and improve active, regular and accountable working relationships with key partners and partner organisations.
- Support in maintaining timely and necessary service provision to partner organisations in line with Lumos principles and policies to end institutionalisation and assure adequate care and support in a coordination and team leadership.
- Contribute to the development of DI strategy and coordinate the implementation.
- Supervise the team ensuring clear roles, work plans and accountability
- Coordinate and periodically carry out revisions of the directly supervised staff and ensure performance monitoring delivering quarterly reports to senior management team.
- To identify the training needs of the staff and make recommendations on staff capacity improvement and assist in building capacity.
- Participate in the recruitment, training and supervision of DI and project staff.
- Create the conditions to ensure effective teamwork and morale. Ensure staff well-being is addressed.
- Assure motivation and teamwork and promote clear and timely communication in the team.
- Promote the adherence to the Code of Conduct, giving best practices.
- Conduct performance appraisals of DI process staff and ensure regular feedback and mentoring on individual performance,
- Deliver regular assessment progress reports, strategic quarterly reports and revised project plans to Programme Manager.

- Coordinate under the supervision of the programme Manager, the planning and the implementation related to DI in collaboration with other internal project to create synergies.
- Establish links and collaboration with the local administrations, local leaders and community representatives, NGO and UN.
- Contribute to drafting Lumos' Programme Strategy regarding Deinstitutionalisation for Lumos;
- Document the child abuse cases, follow them up and maintain Lumos child protection procedures.
- Ensure clear processes are in place for tracking and reporting on progress against deliverables, working with the Monitoring, Evaluation and Research Assistant;
- Ensure that expenditures are in line with the forecast planned for current month.
- Ensure that in the plans for all children, their best interest, safety and welfare and first and foremost considered,
- Comply with Lumos policies and practice with respect to child protection, code of conduct, health and safety, equal opportunities and other relevant policies and procedures;
- Any other activities commensurate with the level of the post of assigned by the Programme Manager.
- Safeguarding statements for job descriptions according to grades: Employee (G1/G2/G3):
Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

Person specification:

- Have a degree in social sciences, preferably in social work.

Skills:

- Good negotiation skills
- Strong oral and written communication skills
- Outstanding leadership and organisational skills
- Ability to communicate with children of all ages with and without disabilities
- Ability to communicate with families from a variety of backgrounds
- Able to work under pressure and in challenging situations
- Able to produce clear concise reports

Knowledge:

- Post-graduate degree in social science, social work, psychology or other relevant social sciences
- Have a very good understanding of the child protection system in Haiti and a good understanding of DI
- Excellent knowledge of child development and child welfare
- Knowledge of event/ training budget development and management
- Excellent knowledge of MS Office

- Very good ability in written and spoken English
- Understanding of the importance of child participation in programme work

Experiences

- At least 4 years of experience in an NGO environment, with experience managing child protection and other development programming
- Good ability and proven experience in implementing deinstitutionalisation programmes for children and young people;
- Proven ability and experience in team building and team management
- Experience in capacity building for partners in child protection or DI process
- Experience in project /programme management?
- Self-motivated and results oriented, excellent knowledge developing and maintaining database
- Strong oral and written communication skills
- Commitment to and understanding of Lumos's vision, values and principles

General Safeguarding Statement

Lumos recognises that the rights of safety and security are aligned with its core mission of ending institutionalisation. Effective and robust safeguarding sit at the heart of our mission and values, and accordingly, Lumos is committed to ensuring the safety and protection of children and vulnerable adults in all its work. We expect all staff, associates and volunteers to share this commitment. Lumos will carefully screen all applicants and any offers of employment are subject to appropriate employment and background checks, as well as suitable references from previous employers