



## **Job Description: Social Worker**

### **Key responsibilities:**

- Assist the project officer in planning and implementation of various activities of the project
- Plan, Conduct and Coordinate activities (awareness programs, sessions, Support group meetings etc) with community volunteers, children's groups and family members on various topics related to health, education and vulnerability.
- Conduct individual community visits and home visits for case management.
- Support and guide Outreach workers during case interventions
- Visit other government and private hospitals and NGOs for specialized services;
- Undertake follow-up visits to the hospitals
- Develop rapport and work closely with service delivery points in Health, and Education e.g. schools, Health Posts, Clinic, Police stations, Childline, home etc.
- Time to time attend assigned meetings, programs and events organized by other organizations
- Monthly reporting and documentation of various activities
- Develop linkages with government hospitals, NGOs, CBOs, networks for referral and networking
- Enhance the capacity of families, individuals and children to cope with crisis situation.

### **Qualification and competencies:**

- Good written & oral communication skills in English, Hindi and Marathi
- Basic computer skills - conversant with MS Office & Internet
- An enthusiastic and positive person who is detail oriented and takes pride in doing things well.
- Master's degree in social work
- 3-4years relevant experience in the social & development sector.