

JOB DESCRIPTION- COMMUNITY SOCIAL WORKER

As Community Social Worker, you are the drive behind the organisation's child friendly village programme. In your position, you are responsible to implement the programme in the identified project villages through engaging with children, women, young people and the wider community.

You will be also responsible for ensuring every child in school and 100% retention of the children in the school with quality education. Ensuring Pro-active participation of the children in the village activities that makes them to become the change maker of the future.

Overall Responsibilities:

- Develop monthly action plans for your respective villages in consultation with the village community and your Supervisor.
- Create and support formation and functioning of village groups including Bal Panchayat, Yuva Mandal and Mahila Mandal in your respective villages
- Support community groups in developing their capacity to engage with local administrator.
- Maintain relationship with all families in Bal Mitra Gram villages.
- Develop and maintain relationships with village administration related to Bal Mitra Gram villages, non-government organisations in your area.
- Prepare a monthly report in a prescribed format and in accordance with the action plan
- Maintain a file of your achievements, with relevant details, in your respective villages.
- Working very closely with child leaders and ensuring protection of their right

Programme:

- Ensuring 100% withdrawal of identified Child labour and their enrolment.
- Prevention of all form of child exploitation and safeguarding the rights of children
- Social mapping of the village and preparing Community action plan in due consultations with the community and your immediate supervisor.
- Identification of generic and unique issues every month and file complaints to Government agencies for their effective remediation.
- Carrying out regular meetings in a month with Community members as per the requirements under various projects and other stakeholder groups and submit report of the same to central office.
- Organizing health, legal and other awareness camps as per the requirement under respective projects in all the BMG villages in coordination with the point person from immediate supervisor.
- Organising training/Capacity building activities for community member, youth group/women groups/Parents/teachers and other stakeholders as per the project requirements and in line with the monthly/quarterly plan of action.
- Designing and conducting village level awareness generation activities.

Documentation

- Develop monthly action plans for respective villages in consultation with the villages community and supervisor
- Prepare detail activities plan with budget required on a monthly basis by end of each month and submit to your supervisor
- Prepare and submit monthly report in accordance with the action plan also indicating challenges faced and achieved outcomes to the supervisor
- Maintain daily diary of all activities and send the copy of the same to the supervisor at the end of every month.
- Organising and active participation in Bal Panchayat Election and other related activities.

Networking and Advocacy

- Develop and maintain relationships with village level administration related to Bal Mitra Gram (BMG), non-government organization as well as with the media in your area.

Administration and Finance

- Collect and Collate all bills after an activity is over and hand over them to your supervisor
- Support in budgeting on a monthly basis
- Manage the resources allocated effectively and be accountable for the resources utilised for the programme activity.

Additional Duties

- The duties and responsibilities as set out above are not exhaustive and you may be required to carry out additional duties within reasonableness of your level of skills and experience, as and when assigned by the supervisor