



LEAD, SOCIAL WORKER

Cebu Aftercare Development

Based in Cebu reporting to the Head, Cebu Aftercare Development

The Need

For 25 years, IJM has pioneered the work to protect vulnerable people from violence. As we grow to expand our impact to protect 500 million people from violence by 2030, we are seeking a Lead, Social Worker to provide support to the Aftercare team on identifying opportunities to increase efficiency and effectiveness of partners in providing trauma informed care and services to survivors.

The Lead Social Worker undertakes planning, coaching, and consulting with individuals and groups to identify and address gaps and implementation challenges. S/He co-designs and co-implements training activities relevant to the identified needs of partners. Collaboration and communication with staff, management, and partners are also key parts of the job. S/He provides case management support to partners in Luzon/Visayas and Mindanao.

Responsibilities

Leadership and Management Functions

- Assist and support the Head of Aftercare & National Aftercare Training in leading the ACD team in collaborating with government and private partners in casework activities and in building the capacity of key regional and local partners that will ensure improved care for OSEC survivors that is compliant with established standards.
- Assist and support the Head of Aftercare & National Aftercare Training in fostering a team mindset and culture in the office and encouraging the team to be effective and efficient, pursue excellence and promote a healthy Christian work environment;
- Work with ACD team in maintaining the standard of service and keeping documentation and records to support Admin in delivering all paperwork required to make sure that IJM's accreditation with DSWD remains intact and in good standing;
- Assist the Head of Aftercare & National Aftercare Training in supervising interns, fellows and volunteers and ensure they have a clear understanding of IJM's mission, operational values, global vision, and FO program, objectives, and strategic goals.

Networking & Partnership

- Assist the Head of Aftercare & National Aftercare Training in collaborating with other heads of departments, Subject Matter Experts and Field Office leaders in other IJM Philippines offices to align to the global and national strategy and achieve overall system reform goals;
- Assist the Head of Aftercare & National Aftercare Training and participate in hosting visits for IJM guests, teams, and volunteers and provide them context for IJM's work.

Policies and Procedures

- Participate in the development of policies, manuals, and other tools and products based on collaborative casework experience that enhance aftercare intervention in the continuum of care for OSEC survivors;
- Assist the Head of Aftercare & National Aftercare Training in maintaining and improving the ACD's business process.

Communication

- Support the promotion of IJM's theory of change to internal and external stakeholders in conferences, trainings, media interviews, and other platforms and ensure that communication strategy of the staff to the internal and external stakeholders;
- Assist the Head of Aftercare & National Aftercare Training in promoting consistent and clear flow of communication to all ACD staff most especially on important issues.

Research, Program Management and M&E

- Participate in proper monitoring and evaluation of effectiveness of ACD projects and activities toward the accomplishment of targets and objectives supportive of OSEC Program's overall goals and in line with IJM's mission and vision;
- Participate in regular M&E rhythms, inter-departmental meetings, and quarterly program review.

Casework

- Assist the Head of Aftercare & National Aftercare Training in supervising the execution of collaborative casework activities such that ACD Team meets their dashboard targets and at the same time empower their aftercare partners;
- Support the ACD team in their casework activities by setting System Reform goals and a System Reform mindset in collaborative casework, defining service levels of engagement, and monitoring workload.

Documentation, Reporting & Data Management

- Coordinate with Sr. Assistant, Aftercare to ensure quarterly reports are sent to the Lead, Cebu Monitoring & Evaluation;

- Ensure regular updating of CTMS and the Aftercare Mentoring Tool and other monitoring tools to enable a complete gathering of data on current OSEC casework.

Requirements:

- Minimum of 5 years in direct social work practice
- Preferably with supervisory experience
- With at least 16 hours of relevant training on case management, communication skills, interpersonal skills, strategic planning, budget planning, etc.
- Graduate of Bachelor of Science in Social Work
- PRC licensed Social Worker (required)
- Preferably with some masteral units either in social work, psychology, or organizational development
- Basic computer skills (MS Word, MS Excel, and PowerPoint apps).

Critical Qualities:

- Budget planning
- Data analysis
- Technical writing
- Performance review
- Project management
- Scheduling
- Task Delegation
- Task Management
- Analytical and critical thinking
- Communication (oral and written)
- Initiative
- Interpersonal ability
- Problem solving
- Teamwork
- Leadership

Application Process:

Please submit your updated resume and cover letter in one PDF document to phpeoplesupport@ijm.org on or before 6 April 2024.

IJM holds strict safeguarding principles and a zero tolerance to violations of the Safeguarding Policy, Protection against Sexual Exploitation, Abuse and Harassment Policy and Code of Conduct. Parallel to technical competence, recruitment, selection and hiring decisions will give due emphasis to assessing the candidates value congruence and thorough background, police clearance and reference check processes.