



NORWEGIAN  
REFUGEE COUNCIL

### **Job Description**

Job Title: Social worker team leader

Department: Child Protection

Duty Station: May Ayni Refugee Camp

Supervisor: Case Management Officer

NRC Guidelines to be observed: Code of Conduct

#### **Main Responsibilities include:**

Under the overall supervision of the Child protection focal person, and the direct supervision of the child protection assistant, the social worker will perform the following tasks in the framework of NRC's Child Protection activities in the camp.

1. Assess the needs of children in need of protection activities and undertaking of safeguarding of vulnerable children
2. Identify individual cases through regular presence in the community care or kinship care and discuss with the supervisor for further services
3. Identify children their specific need and develop plan of regular visit and follow up
4. Supervise and monitor the attendance of social workers under your supervision
5. Develop weekly , monthly plan and evaluate your social workers performance
6. refer children cases of Abuse, Violence, Exploitation and Neglect to case management
7. Regularly follow up to ensure all services are carried out within agreed time frames and ensure that progress is regularly reviewed.
8. Organize team social workers and children meeting weekly base.
9. Work with community structures (CWC,CCG,CRC, supervisor , team leaders ,school teachers etc ) to ensure the wellbeing of the UASC
10. Make sure all BIAs and registration formats are completed for children under your team
11. Manage cases in line with Standard Operation Procedures, adhere to standard documentation processes and follow best practice guidance.
12. Regularly record cases using case notes and other agreed upon forms
13. Write weekly and monthly reports and other reports as and when requested
14. Facilitate peer to peer education and working closely with guardian or care givers
15. Make sure children have guardian ,attending school and their well being
16. Performs any other activities assigned to you by your immediate supervisor

Supervisor signature: \_\_\_\_\_

Date: \_\_\_\_\_

**I have read and understood the details of the above Job description.**

Employee signature: \_\_\_\_\_

Date: \_\_\_\_\_



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