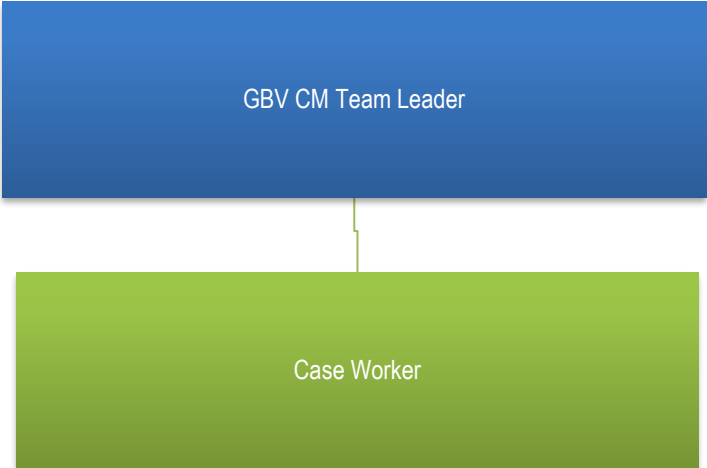


Position Name (Title) :	GBV Case Worker	Position Level:	7
Reporting to (Title) :	GBV CM Team Leader	No. of Direct Reporters:	0
Version:	1	Sector /Department/Section :	Women's Rights (WR) Program

Position Reporting Lines



Main Job Purpose

Providing case management quality services in response to GBV survivors.

Objectives

- Support survivors of GBV with case management service provision and necessary referrals. .
- Create linkages with local communities to support survivors of GBV.

Accountabilities

- 1- Assist survivor of SGBV, perform clear and accurate screenings, interviews, and incident report forms.
- 2- Maintain clear, comprehensive, and accurate records of all contact with survivors following CARE case management standards operating procedures.
- 3- Connect survivors with needed and available community resources and establish contacts with local communities to support survivor in relocation and/or livelihood opportunities (whenever possible)
- 4- Conduct regular follow-up calls/ interviews with the survivors and provide basic emotional support.
- 5- Participate in monthly interagency case conferences and present success stories/ challenges with partner agencies.
- 6- Assist in the financial settlement requests.
- 7- Responsible for handling the scheduled cases (their caseload)

- 8- Responsible for handling the helpline (including updating referral sheet)
- 9- Responsible for emergency/ overnight helpline which operates from 5 PM till 9 AM, during the weekends and the official holidays. (Caseworkers while on overnight duty, are to conduct assessments to all emergency cases who reach us outside working hours, and to immediately respond to emergency cases with relocation solutions to ensure their safety)
- 10- Responsible for cases documentation, filing, and following up for the assigned caseload
- 11- Responsible for CM financial documentation (Advances and settlement)
- 12- Responsible for the operations of in-take email function

Position Relationship with Other Parties

<u>Internal Relationship</u>	<u>External Relationship</u>
<ul style="list-style-type: none"> • All Care staff 	<ul style="list-style-type: none"> • Service providers • Project Beneficiaries

Working Environment

The position follows the normal working environment of the organization.

Indoor: 80%

Outdoor: 20%

Working Hazard: Medium

Working Days: 5

Days Off: 2 Friday & Saturday

Working Hours: 8 hours per day

Position Dimensions

POSITION DIMENSION	
Level of Authority	Execute Assigned Duties
Budget Control	No Budget Control
Budget Amount	No Budget Control
Hiring Authority & Promotion	Does not Coach New Employees
	Does Not Supervise Employees
	Does not Participate in the Promotion Cycle

	Does not Approve Hiring New Employees
Consequence of Error	Impact Own Tasks

Job Requirements

Education:	Any BSc of relevant studies
Experience:	0-2 years' experience as a social worker
Computer Skills	MS Office
Languages:	<ul style="list-style-type: none"> • Arabic • Intermediate to Upper intermediate English level