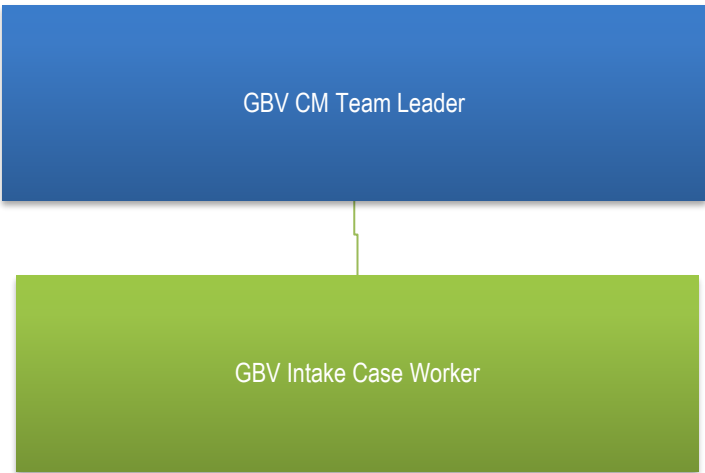


Position Name (Title) :	GBV Intake Case Worker	Position Level:	7
Reporting to (Title) :	GBV CM Team Leader	No. of Direct Reporters:	0
Version:	1	Sector /Department/Section :	Women's Rights (WR) Program

Position Reporting Lines



Main Job Purpose

Receiving and assessing GBV cases for case management quality services in response to GBV survivors.

Objectives

- Respond to calls received on GBV Case Management Helplines.
- Conduct initial assessment with beneficiaries accessing our helplines.

Accountabilities

- 1- Assist survivor of GBV, perform clear and accurate screenings and initial assessments.
- 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- Responsible for handling the helpline and perform screening against vulnerability factors stated in the Case Management SOPs.
- 5- Drafting timely updates on the referral sheet that includes brief reporting with each case encountered.
- 6- Responsible (on rotational basis) 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)

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: normal
 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