



Date of Issue: 27TH October 2023

Social Worker Job Advertisement

Job Title: Social Worker
Reports To: Project Coordinator
Job Station: Vihiga
Direct Reports: Management
Terms: One year Contract
Start Date: 1st November 2023

WHO WE ARE

Anglican Development Services Western (ADS-W) is a church-based development organization whose aim is to facilitate vulnerable and unprivileged rural communities in Western Kenya to realize sustainable socio-economic development. It is the development arm of the six (6) dioceses of the Anglican Church of Kenya in Western Province. These dioceses are: Bungoma, Butere, Katakwa, Maseno North, Mumias and Nambale. The organization was registered as a Company Limited by guarantee without share capital in January 1997.

ADS Western's work is currently centered on five thematic areas namely, Food and Nutrition Security, Climate Change Adaptation and resilience, Health and Social Protection, Governance and advocacy and Organizational Development. In addition, ADS Western embraces adaptive programming in line with the dynamic and diverse nature of development work.

JOB PROFILE

Job Summary: ADS-W is seeking to recruit a suitable candidate for the Position of **SOCIAL WORKER** to support the Moments That Matter (MTM) Project in Vihiga County.

Project Goal

Strengthening Primary Caregivers, Fathers and Families so that Young Children Thrive and Reach Full Developmental Potential.



As a civil society initiative, the *Moments That Matter*® (MTM) Program complements the government approach of the Smart Start Model by empowering caregivers and community leaders, permanently embedding the knowledge and skills for nurturing ECD. MTM fulfills the NCF's *Focus on families and communities* through its investment in Primary Caregivers and their children 0-3 with targeted capacity-strengthening support for a limited, intensive period. MTM engages at-risk, highly vulnerable families with nurturing care and positive parenting practices through peer groups and individual home visits. In Vihiga County, the project targets 2 sub-locations, work with 30 Faith leaders and 60 ECD promoters to deliver the project.

Roles and Responsibilities

The Social Worker will have the following roles and responsibilities:

- Ensure the successful implementation of project activities, including planning and the transparent procurement of grant-related goods and services. Successful implementation should include on-going consultative processes with government and community involvement in all phases.
- Write grant ideas, success stories and weekly grants updates and monthly project reports
- Coordinate with the implementing partners to track physical progress of the ongoing grants.
- Interact/ hold meetings with the community committee members aiming at improving the quality and deliverables and subsequently gaining the confidence of stakeholders.
- Participate in the bidding of grants and assist the logistics in relevant documentation.
- Identify the area/region based on strategic objectives of the program to prioritize the donor grants, completed projects and monitor quarterly targets in conjunction with other key quality assurance and research staff for effective and efficient project implementation.
- Share with other program staff successful methodologies for consultative approaches to grant development and implementation
- Work with volunteers and interns, in report writings, grants updates and community mobilization accordingly to program policy
- Work in close coordination with the technical section to ensure quality of work.
- Compile and document relevant information for collaborative activities and missions.

Qualifications and Experience

- Bachelor's Degree or equivalent in Public health/Community health
- 2 years' experience with project design, development, management, and implementation of development-type projects. S/He should have experience in community participation and consultative-type project especially in health related projects.



- Knowledge & hands on experience in computer software's preferably Excel, MS word etc
- Experience in Report writing skills and oral communication skills.
- Able to communicate fluently in English, Swahili and local language

Key Competencies

- Training and capacity building skills
- Excellent Analytical skills
- Demonstrates initiative and proactiveness.
- Ability to work without supervision.
- Excellent organization skills, planning skills and orderliness.
- Ability to work under time pressure and adhere to strict timelines.
- Appreciation of project's host communities' culture, values, norms and diversity.

Compliance with Kenyan Laws

In adherence to the provisions of The Employment (Amendment) ACT, 2002, ADSW will require the successful candidate to submit clearance documents as outlined in chapter six of the Kenyan constitution.

Application procedure

Interested persons are kindly asked to send their applications by email only with email subject as **Social Worker -Your Name** providing the following documents **to reach us not later than 3rd November 2023 5.00 p.m.**

- ✦ Cover letter,
- ✦ Curriculum Vitae (CV)/Resume
- ✦ Three recommendation letters-one must be from a pastor of the church that you go to.

Addressed to

The Chief Executive Officer
 ADS Western,
 P.O Box 2830-50100 **Kakamega**
 email to recruitment@adswestern.org

NB

- ✦ Canvassing will lead to disqualification.
- ✦ Only shortlisted applicants will be contacted.

