

## JOB DESCRIPTION

**Job Title:** Senior Social Worker

**Reporting to:** Student Social Support & Development Manager

**Working hours:** 40 hours/week

### Position Summary:

The Senior Social Worker is responsible for assisting the Student Social Support & Development Manager to ensure the functioning of the department. He/she works closely with Social Workers and Student Service Officer in implementation of the social support and student service programs of the organization. His/her main duty is to provide PPS's students with social support services and development. The Senior Social Worker as part of the Student Social Support & Development team, plans, implements, coordinates and evaluates the effectiveness and quality of services provided to the students.

### Main roles and responsibilities:

The main roles and responsibilities of the position include, but not limited to the followings:

### Social Supports:

- Coordinate and assist the Manager in monitoring the implementation of social support programs and activities including child protection, child sponsorship, student scholarship of Phare Ponleu Selpak.
- Provide training and coaching to social support staff related to social works and student development.
- Assist the Manager in ensuring that each child and young adults receive support, care and quality education in a nurturing and positive environment.
- Provide the Manager with administrative support to ensure effective operation of the department.
- Work with the Social Support Staff to develop annual work plan and budget for the Department.
- Assist the Manager to oversee the monthly financial expenditures within the Department.
- Check all requests and expenditures before submission to the Student Social Support & Development Manager for approval.
- Monitor and support the cooks to ensure proper nutrition and hygienic practices.
- Develop networking with relevant stakeholders including NGOs, local authorities, school officials, government entities, community members.
- Assist the Manager in reviewing quarterly financial expenditures.

### Student Services:

- Provide school information to new students (related to Visual & Applied Arts School, Performing Arts School, and Community kindergarten).
- Greets new students on their first day as part of their school induction program.
- Provide needed supports to students in PPSA.
- Make oneself available throughout the day for questions from students regarding their accommodation for Visual & Applied Arts School students.
- Assist the Manager in handling problems or complaints efficiently and effectively with support from the Social Work team.

- Provide responses to students in a timely manner.
- Ensure student feedback is obtained in order to maintain the highest levels of student satisfaction.
- Help students who struggle with their education issues.
- Translate documents from Khmer to English and vice versa.
- Work closely with Social Work team to empower children and young people in order to reach their goals.
- Coordinate Student Services to ensure a smooth and friendly learning journey from enrollment, transition to graduation of the students.

### **Provide Basic Counseling to Students**

- Provide advice to students when students have study issues or are struggling with other issues such as:
  - Nutrition and health
  - Possible conflicts with staff or fellow students
  - Family
  - Housing
  - Personal relationships
  - Safety
- Refer to appropriate parties for support services, and/or for issues to be properly addressed, and
- Any other tasks assigned by the Manager.

### **Requirement:**

- University degree in relevant fields.
- Good oral and written communications skills in English and Khmer;
- Work experience in a reputable NGO in a similar or equivalent job for at least five years.
- Good working knowledge of relevant legislation.
- Management/Supervisory Experience.
- An understanding of engaging with vulnerable people.
- Understanding of departmental policy and regulations in relation to protection of vulnerable people.
- Commitment to own personal and professional development.
- Ability to monitor and evaluate service delivery.
- Skills in supporting and supervision of staff and/or students.
- Ability to work constructively with other professionals within the Department and in other agencies.
- Adaptable, flexible, able to take initiative and prioritize among competing demands;
- A good team player with strong interpersonal skills, outgoing personality, and ability to work independently and effectively under pressure and on strict deadlines and in a multicultural setting;
- Good knowledge of computer applications;
- Adherence to the values and missions of Phare Ponleu Selpak.

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by 6:00PM of January 20, 2023  
Attention: HRM



Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPS child protection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.