

## JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. Find out more details about Phare Ponleu Selpak at our website: [www.phareps.org](http://www.phareps.org)

We are now seeking a qualified candidate to fill in the full-time position of **Student Support Officer** to be based in Battambang province, Cambodia.

### Position Summary:

The Student Support Officer, under the direct supervision of the Student Support Supervisor, is a member of Phare Ponleu Selpak's social support team. The Student Support Officer is in charge of conducting family needs assessments and collaborating with the commune council, networking with NGOs, and conducting student follow-up and good collaboration with school teachers for student progress. To find another service for students and their families if needed. The Student Support Officer ensures an effective and successful operation. The main objective is to make sure students have access to the education, skills, and lunch program. And make sure the needs of students and report to the supervisor. Work closely with kindergarten teachers, and Child Development Center for supporting vulnerable children, young adults, and their families.

The Social Support Program aims to ensure that all children and young adults in PPSA target area have access to good quality education and thrive in a safe family environment.

Target Area: 3 Sangkats (Ochar, Chamcar Samrong, Toul Taek), in Battambang municipality, Battambang province.

Target group: Vulnerable children/young adults and their families.

### Duties and Responsibilities:

#### General

- Develop and implement weekly & monthly plans based on the program's annual plan.
- Conduct student follow-up of student poor attendance and keep appropriate records. Keep the Kindergarten and Schools' Coordinator updated after follow-up.
- Assist the social support team in conducting family needs assessment
- Assist the social support team to conduct a yearly student impact assessment
- Networking with all PPS departments.
- Attend the Women Children Network in Battambang (WCN-Battambang)
- Write reports and submit it to SS Supervisor/Manager
- Work collaboratively with external and other government agencies in their support of students and their families
- Coordinate Youth Club and Parents Club activities. Train them to prepare activities plan.
- Work closely with non-sponsorship students to ensure they come to school regularly.
- Efficiently identify and assess the student's problems/needs, to enable appropriate onward referrals and make recommendations for ongoing support.

#### Case management:

- Ensure that every child in their caseload has their own file containing:
  - Client intake form
  - Photograph
  - Family assessment

- Case plan
  - Referral form
  - Case study
  - Case notes
  - Case Closed summary (when appropriate)
- Regularly update case files and ensure all documents are filed in the appropriate system, both soft and hard copies, and available for all team members to review.
  - Participate in the Monthly Case Management Meetings
  - Enforce the Safe Guarding including child protection policy and ensure all reports procedures are followed in reporting sexual/physical/emotional abuse.
  - Participate in meetings with schools and families when assigned cases have failed exam results.
  - Build strong working relationships with children, young people, and their families based on trust and mutual respect.
  - Ensure that any major incidents concerning children / young people, in their caseload are reported and recorded using incident report forms and any necessary outcomes and actions are followed up.
  - Present self as a positive role model for the children and young people.
  - Maintain confidentiality at all times.

**Education/Qualifications/Knowledge:**

- University degree in relevant field.
- Good oral and written communications skills in English and Khmer.
- Awareness of and experience working in current relevant legislation
- Managing competing demands of caseload
- Take initiative for continuous improvement & development of self and department.
- Embody the PPS values of creativity, professionalism, empowerment, collaboration & accessibility.
- Always maintain utmost integrity in all work dealings.
- Ability to analyze information quickly within a coherent framework
- Understanding of Principles of confidentiality
- To be committed to anti-discriminatory practice
- Experience of using Windows / Microsoft Office packages

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by **6:00PM of February 23, 2024**

Attention: HRM

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

Or

sareth.k@phareps.org and vuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview. The successful candidate must comply with all PPS rules and Policies, especially Safeguarding Policy, and adherence to the values, and missions of Phare Ponleu Selpak.