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| **Case Worker**  |
| **TEAM/PROGRAMME:** Child Protection | **Post type:** National |
| **REPORTING TO:** Case Management Officer | **LOCATION: Gaza**  |
|  | Grade: NAT 5 |
| **CHILD SAFEGUARDING**Level 3 - the responsibilities of the post may require the post holder to have regular contact with or access to children or young people. As part of these responsibilities within the child protection sector, the post holder will also support Save the Children as an organization, to promote a culture of keeping children safe and ensure that potential harm to children (by our own staff and/or as a result of how we do our work) is identified and addressed systematically in line with Save the Children’s Child Safeguarding policy |
| **SCOPE OF ROLE**As a member of the Child Protection Team, and under the direct supervision of the Case Management Specialist -Case Management Supervisor, the Case Management Caseworker will work to promote and provide child protection services to girls and boys exposed to risks against their survival, safety, and well-being. She/he will be responsible for supporting the implementation of essential child protection case management system in emergency-affected locations, which includes duties as strengthening of community-based mechanisms and coordination structures for early identification of children at risk. The Case Management Caseworker will contribute to develop adequate child protection system strengthening with efficient case management procedures in place that are handleable, timely, and in line with child protection minimum standards in humanitarian action. The Case Management Caseworker will spend most of the time in the field. Duties include direct provision of services that respond to and mitigate critical risks against children. Correspondingly the Case Management Caseworker will provide ongoing coaching and mentoring of partners organization caseworkers as well as reinforce improved coordination among case management and child protection counterparts in the field. |
| **MAIN RESPONSIBILITIES*** Under the supervision of the Case Management Supervisor, support timely and efficient implementation of the case management process and system in allocated operational locations, based on weekly and monthly plans.
* Individually manage cases, based on established work procedures and protocols.
* Make sure that identified children exposed to high levels of risk to their lives and safety are reported immediately to the Case Management Supervisor, for provision of necessary services (including Children at risk of violence, abuse, neglect, and exploitation).
* Together with the Case Management Supervisor, the Caseworker will set up and regularly update map services to which children and families can be referred and support the establishment of functional referral pathways.
* The Case Management Caseworker will have full duties of identification of cases, consent procedures, full assessment, documentation, referral (to relevant services), and follow-up of at-risk children and families.
* Under the supervision of the Case Management Supervisor, the caseworker must ensure that the development of case plans for each registered child is in place, and implementation is effectively carried out.
* Review the follow-up of cases together with the Case Management Supervisor, to ensure all cases are managed within acceptable timelines and capacity and according to the case plan.
* Make sure that confidentiality, ethical guidelines, Information management protocol, and CM SOP are followed when handling all cases.
* Ensure that files, registers, and data on children are used appropriately and correctly, and are properly documented and secured. Case Management caseworker is responsible for making sure that all files are safety-copied, kept safely, and updated in the central office.
* Collate data and submit case management reports on a weekly basis to the Case Management Supervisor on identified and registered cases as well as child protection needs and services.
* Feed into weekly, monthly, progress, and other reports including documentation of best practice, learning, and case studies, as required by the Case Management Supervisor.
* The case worker, along with the case management supervisor and case management specialist, will provide direct support to partner staff, offer training to enhance their skills, and act as a mentor in the field to improve coordination and efficiency in child protection case management.
* Work in close collaboration with the child protection team to strengthen the child protection community awareness and safe referral mechanisms, to support early identification of children at risk, and mitigate risks by providing safety messages (including participating in awareness community-based campaigns).
* Contribute to training in the technical field of child protection case management in emergencies, under the lead of the Case Management Supervisor and Case Management Specialist.
* Share information on field-level successes and challenges with the Child Protection Technical advisor. Ensure that major challenges are flagged early and addressed appropriately.
* Facilitate, collect, and report information regarding the overall situation of child protection risks in Save the Children operational areas.
* Support the Case Management Supervisor in the preparation of all procurement and administrative documents required for case management implementation.
* In agreement with the Case Management Supervisor and case management specialist, perform other required duties within reason (in line with your skills and experience)
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| **SKILLS AND BEHAVIOURS (SCI Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving and role modelling Save the Children values
* Ensure a strict adherence to the principles of child protection and child safeguarding at all times, including respect for confidentiality and always acting in the best interests of the child.

**Ambition:*** Sets ambitious and challenging goals for themselves, takes responsibility for their own personal development and encourages others to do the same
* Widely shares their personal vision for Save the Children, engages and motivates others

**Collaboration:** * Builds and maintains effective relationships, with their team, colleagues and with relevant external partners.
* Approachable, good listener, easy to talk to.

**Creativity:** * Develops and encourages new and innovative solutions
* Willing to take disciplined risks.

**Integrity:** honest, encourages openness and transparency; demonstrates highest levels of integrity |
| **QUALIFICATIONS AND EXPERIENCE*** University degree in psychological, medical or social work, social sciences or other relevant field.
* Experience at least +2 years in working with case management procedures, humanitarian work, working with vulnerable and at-risk children, caregivers, communities, and individuals.
* Experience and/or understanding of child protection in emergencies, ways to provide child-friendly counseling and familiarity with humanitarian principles as well as the Convention on the Rights of the Child.
* Strong interpersonal communication skills, and capacity to adapt and sensitize language to cultural context when speaking to adults as well as children.
* Proficiency in computer use including Microsoft Office and basic Excel.
* Flexibility and willingness to change work practices and hours and spend time in the field, sometimes in difficult conditions and with limited resources
* Good knowledge of the West Bank area and fieldwork, as well as familiarity with working conditions in emergency situations.
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| Closing date:  |
| Applicants may submit their CVs with their address; telephone number and contact information to …………………….Subject of the email must clearly state ……………………………. |