



COMMUNITY ACTION ORGANIZATION

OFFICE ADDRESS: TONGPING, JUBA, CES REPUBLIC OF SOUTH SUDAN
E mail: d.lam61@yahoo.com commaction.org@gmail.com

Position: Case Worker

Location: Ayod

Reports to: Child Protection Officer

Duration of Contract: 11 months

Start date: As soon as possible

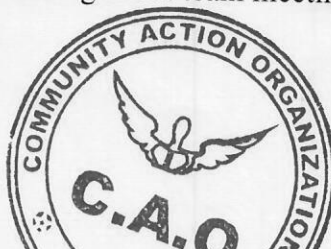
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Community Action Organization (CAO) is a National Not-for Profit humanitarian and development organization with thematic areas of Food Security and Livelihood, WASH, Nutrition, Health, Protection, Education and Peace building with field presence in Jonglei, Upper Nile, Warrap states and Central Equatorial. CAO constantly seeks talented, compassionate candidates with high-integrity to strengthen its capacity to respond urgently to crises with the right skills. Given the nature of CAO's work, it is essential that its workforce has the right mix of skills and qualities to fulfil its mandate.

Roles and Responsibilities

- Identify cases of vulnerable children and or children exposed to violence, abuse, exploitation or neglect
- Adhere to weekly FTR schedules and implement cases assigned to him/her per a week.
- Conduct tracing actions and temporary care monitoring(TCM) in line with National FTR Working Group SOPs.
- Document all registered using paper forms (including registrations, TCMs, tracing actions, cases referrals, etc.) within 7 days of the visit.
- Raise awareness on prevention of family separations and available FTR services and spread relevant prevention messages in accordance with FTR WG SOP.
- Provide case management services in line with the National Standard Operating Procedures for case management and Global Child Protection Case Management Guidelines.
- Maintain excellent documentation of case management files in line with the National SOPs, BID and other relevant processes.
- Participate actively in weekly case management team meeting, remaining open to feedback and self-reflection.



- Demonstrate qualities including honesty, kindness, professionalism, non-discrimination, and a commitment to working well in a team whilst staying true to oneself.
- Perform any other tasks as may be assigned to him/her by the Supervisors.

Job Requirements:

- Secondary level, Diploma or Degree in social Sciences, Law, or related field
- At least 1 year community-based training experience involving human rights and/or protection.
- Comprehensive understanding of human rights and protection/child protection principles
- Excellent interpersonal skills and works well with people of different cultures, gender, and backgrounds.
- Works collaboratively with team members to achieve results.
- Knowledge of Microsoft Word, Excel, and Email application software
- Fluency in English and Arabic required.

Interested applicants should submit a motivation letter expressing how you meet the job requirements, and a **CV with 3 references** and a copy of their **national ID** and academic certificates to the Human Resource Manager Juba CAO head office –located in Hai Commercial or Ayod field office in Ayod, you can as well email applications to commaction.org@gmail.com.

Please ensure your application email has the subject heading “**Case Worker**”. For hand deliveries, kindly write “**Case Worker**” at the back of the envelope.

Note: Any document submitted will not be returned, so kindly submit only copies of your certificates

Deadline for applications

28th September 2021 by 5pm, only those applicants selected for an interview will be contacted and **attached the copies only while original will be asked at the interview.**

CAO is committed to providing a work environment in which all individuals are treated with respect and dignity. Final candidates will be vetted in accordance with CAO’s Child Protection Policy, including appropriate reference and security checks. CAO’s work is guided by its core values: *integrity, teamwork & commitment, inclusivity& community engagement, innovativeness and creativity; and professionalism.*

Due to urgency of this position, applications received will be reviewed on as and when received and the position may be filled before closing date.

CAO is an equal opportunity employer. However female candidates are strongly encouraged to apply.

