

JOB DESCRIPTION

Position	: Social Worker
Type of Contract	: Full Time
Closing Date of application	: 6 November 2023
Starting Date of work	: 16 November 2023

OVERVIEW

SWWS is an established non-political, human rights based NGO committed to gender equality, eliminating discrimination, empowering women and effectively addressing gender violence in all its forms. It is run by an elected committee with a small staff team at the main office located at La Promenade Mall. The two new social work posts are to run a pioneering project aimed at enabling user-friendly access and support to women especially survivors of domestic violence, primarily based at WINNE's Place located at the soon-to-be opened Kuching Community Social Support Centre (KSCCS).

SUMMARY OF POST

The appointed social worker will be the first point of contact for women seeking assistance either from WINNE's Place or SWWS HQ, and provide follow-up social work support to the women and children. They will be expected to carry out liaison and advocacy services with relevant agencies. They are also required to assist in the planning and development of SWWS' direct services and community education programmes aimed at addressing violence against women.

QUALIFICATIONS REQUIRED

Degree in Social Work preferred but other related professional qualifications/experience considered.

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DUTIES AND RESPONSIBILITIES:

Provide direct services to women in distress and DV survivors

- Appropriately respond to women seeking assistance from WINNE's Place or SWWS, or women referred by other agencies.
- Provide individual support to women as required beyond initial referral for information and assistance.
- Provide casework and supportive programmes to all women in distress and survivors of domestic violence and their families
- Provide liaison and advocacy services to enable women to obtain the necessary support and empowerment.
- Oversee the running of the shelter to ensure it remains a comfortable, safe, clean environment for those staying there.
- Develop and run educational, recreational and social activities for the women and children at shelter.

Liaison and advocacy work with relevant agencies

- Liaise with the relevant agencies including PDRM, hospitals, Social Welfare Department (JKM) and Women and Family Department (JWKS) to assist women to obtain the necessary services.
- Assist women in the application of protection orders (EPO, IPO, and PO) from relevant agencies.
- Support women in finding legal advice and in attending court
- Represent SWWS at meetings relevant to their primary duties as required.

Organise community advocacy and education programmes

- Keep up to date with laws and policies relevant to violence against women and assist in disseminating this information as part of the SWWS team.
- Propose and plan direct services and community education programmes aimed at addressing violence against women to SWWS' committee.
- Implement awareness raising and educational programmes for women as well as the general public.

JOB DESCRIPTION

Position : Social Worker

Reporting and accountability

- Provide monthly reports to SWWS on the progress of the above duties and responsibilities.
- Provide periodical reports to the funding and support bodies
- Attend professional supervision sessions offered by appropriately qualified SWWS members overseeing the service.
- Attend meetings with relevant SWWS sub-committees and main committee as and when required.
- Adhere to the professional ethics of social work

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Strong commitment to women's issues and feminist principles.
- Has knowledge of gender equality and violence against women.
- Has good interpersonal skills and ability to relate across different cultures, educational and economic background, and with other relevant agencies.
- Empathetic and non-judgemental and able to adhere to principle of confidentiality with information and clients.
- Possess good writing and speaking skills, in English and Bahasa Malaysia. Ability to communicate in Mandarin, Bahasa Sarawak and other local languages an advantage.
- Has good organisational and project management skills
- Good understanding in the use of computer and Microsoft Office, Zoom and Google Meet.
- Ability to work outside office hours and on weekends (when required)
- Preferably has own transport

TERMS AND CONDITIONS

- The social worker is expected to be flexible with the working hours as they may need to attend to cases outside the stipulated working hours
- The working week will total 40 hours including lunch hour
- The salary will be on the pay scale of RM2,000 to RM2,500 depending on qualifications and experience of the candidates
- Annual leave will be 14 days per year
- Accommodation may be provided for successful candidates from outstation