

## National Social Inclusion Foundation

### SCHEME OF SERVICE

<b>POST</b>	<b>Family Support Coordinator</b> Fortified Learning Environment Unit (FLEU)
<b>SALARY</b>	Rs 25,000 per month plus salary compensation at approved rates
<b>TRAVELLING ALLOWANCE:</b>	Rs 3000 monthly
<b>DURATION OF CONTRACT</b>	Five years contract
<b>QUALIFICATIONS/EXPERIENCE/SKILLS</b>	Candidates should possess; <ul style="list-style-type: none"><li>• A Bachelor's degree in social work or equivalent qualification acceptable to the Council.</li><li>• Ability to work with children, adults and families from vulnerable communities.</li><li>• Good oral and written communication skills.</li><li>• Ability to work in teams and be result oriented.</li><li>• Strong interpersonal and communication skills, as well as the capacity to work successfully with a wide variety of stakeholders in a varied community.</li></ul>
<b>DUTIES &amp; RESPONSIBILITIES:</b>	<ol style="list-style-type: none"><li>1. Motivate parents to be involved in school activities including attendance to formal and informal meetings concerning the education of their children.</li><li>2. Reach out and communicate regularly with parents in a variety of ways to keep them informed about their children's progress and school activities.</li><li>3. Assist in monitoring, supervising and coordinating the implementation of all FLE family support activities.</li><li>4. Assist the FLE team managers in ensuring the effective implementation and operation of the FLE Family Support Programme.</li></ol>

	<ol style="list-style-type: none"><li>5. Support parents in acquiring required parenting knowledge and skills to support the education of their children.</li><li>6. Support parents and families to take advantage of FLE services, facilities and resources to support the education of their children.</li><li>7. Attend meetings and different forums for a coordinated action in strengthening the family to create a caring family environment contributing to the child's holistic development.</li><li>8. Assist and support actions and activities to mobilise community resources for the development of the family and the child.</li><li>9. Take preventive and responsive actions with regard to cases of children needing special attention and access to essential services (including nutrition, health and psycho-social support, improvements of living conditions) and make necessary referrals.</li><li>10. Oversee and provide strategic input and decision making to inform and assist with the FLE Family Support Programme (FSP).</li><li>11. Collect, update and record data regarding cases of children needing special attention.</li><li>12. Assist in analysing and reporting on outcomes of the Family Support Programme.</li><li>13. Foster family and community partnerships to support the socio-emotional and academic development of all learners.</li><li>14. Assist and participate in the preparation &amp; organisation of extracurricular activities especially during school holidays for the development of learners.</li></ol>
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	15. Perform other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the roles ascribed to him/her.
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**14 December 2022**