



JOB DESCRIPTION

Position Title: Social Welfare Officer – Mental Health and Psychosocial Support Focal Person	Position Title:
Department: Welfare Services	Reports to: Manager, Welfare Services
Direct Reports: Manager, Welfare Services	Location:
Purpose Statement	
<p>The Social Welfare Officer file has a junior executive role which provides technical supervision to the entire Philippine Red Cross (NHQ and Local Chapters) regarding different welfare programs. The incumbent is also in-charged with the Mental Health and Psychosocial Support Program that includes program management, capacity-building (training, mentoring, and supervision), emergency response management, and serve as representative and liaise to national and international fora.</p>	
Key Result Area:	Duties and Responsibilities:
A. Program Management	<ul style="list-style-type: none"> Serves as the program-lead that ensures quality and efficient programming on Mental Health and Psychosocial Support. Ensure the integration on Mental Health and Psychosocial Support as a thematic concern integrated to all PRCs programs and services. Undertake regular program planning and review of targets. Prepare the annual plan and budget for the implementation of program activities. Prepare weekly, monthly, quarterly, and annual reports.
B. Capacity-building	<ul style="list-style-type: none"> Serves as the national-lead trainer on Mental Health and Psychosocial Support. Formulate and design training program on relevant thematic areas on mental health such as Community-based Psychosocial Support, Psychological First Aid, Child-Friendly Space, and Psychosocial Support in Emergencies. Provides high-level of supervision, mentoring, and coaching to Welfare Focal Persons on MHPSS.
C. Emergency Response	<ul style="list-style-type: none"> Participate to the National Emergency Response Team and represent the Welfare Services to high-level planning and implementation of emergency response. Prepare documents such as memo, plan of activities, and budget for the emergency response.



	<ul style="list-style-type: none">• Conduct monitoring and evaluation of the implementation of Welfare Emergency Response.
D. Service Delivery	<ul style="list-style-type: none">• Provide psychosocial support to different clientele such as children, women in difficult situation, persons with disabilities, and other vulnerable/disadvantage individuals.• Conduct social case work of specific cases of mental health concerns (persons with mental health concerns and suicide emergencies), survivors of violence, and migrants in crisis situations.
JOB SPECIFICATIONS	
Qualifications/Minimum Education: Bachelor's Degree on Social Work	
Personal Qualities and Skills: <ul style="list-style-type: none">• Good program/project management skills• Excellent communication skills (oral and written)• With professional commitment• Must be patient and emphatic	Work Experience: <ul style="list-style-type: none">• A registered social worker with at least 2 years of working experience• Have considerable number of years working in humanitarian context is an advantage.
Equipment Used: Computer, scanner, printer, copier, telephone and fax machine	Working Environment: Office Based and Field Based
Key Contacts: PRC NHQ Internal Departments & Employees, PRC Chapters & Employees, PRC Volunteers, Community Groups, International Partners	
Core Values: Focused, Fast, Friendly, Flexible and Forward Looking	
All staff shall agree to abide by the philosophy and principles of the Philippines Red Cross, in particular the 7 fundamental principles: Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.	

Position Holder

Immediate Supervisor's Name

Signature over Printed Name and Date

Signature over Printed Name and Date