|  |
| --- |
| **TITLE: CP Assistant (MHPSS & CM)** |
| **TEAM/PROGRAMME: Program Implementation/ Child Protection** | **LOCATION: Faryab** |
| **GRADE**: 6 | **CONTRACT LENGTH: Fixed Term** |
| **CHILD SAFEGUARDING: (select only one)****Level 3:**  the post holder will have contact with children and/or young people either frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |
| **Job Purpose**The CP Assistant (CM & MHPSS) will be responsible for providing Child Protection (CP) Case Management services and Mental Health and Psychosocial Support (MHPSS) interventions to vulnerable children and their families. The role involves direct engagement with communities, children, and caregivers to ensure child protection concerns are addressed effectively while providing psychosocial support. The CP Assistant will also conduct community mobilization activities such as community dialogues awareness, PSS activities individual and group counsoling, awareness on child protection risks to enhance awareness of child protection risks and available support mechanisms. |
| **SCOPE OF ROLE:** **Reports to:** Child Protection Officer (MHPSS and CM)**Staff directly reporting to this post:N/A** |
| **KEY AREAS OF ACCOUNTABILITY :*** Identify, assess, and provide case management support to children at risk, following case management procedures.
* Conduct awareness sessions on child protection risks, case management processes, and referral mechanisms.
* Develop and implement individualized case plans within two weeks of case identification.
* Ensure confidentiality and informed consent throughout the case management process.
* Facilitate safe referrals to specialized services for children requiring additional support.
* Conduct regular follow-ups to monitor case progress and update case notes accordingly.
* Support access to legal aid services when needed.
* Maintain strong coordination with community leaders, authorities, and child protection structures to enhance case management effectiveness.
* Conduct regular service mapping and update communities on available services.
* Maintain an effective filing system for case management documentation.
* Conduct ongoing assessments to address child protection risks.
* Provide basic psychosocial support to children and caregivers experiencing distress.
* Conduct individual and group counseling sessions for at-risk children and adolescents.
* Organize and facilitate awareness sessions on mental health and psychosocial well-being for children, families, teachers, and community leaders.
* Provide guidance, support, and counseling to families and individuals in need.
* Work with Facilitators and community members to build their capacity in responding to MHPSS needs and promoting positive coping mechanisms.
* Attend and complete MHPSS training programs to enhance skills and knowledge in best practices.
* Mobilize and engage communities to promote child protection awareness and MHPSS services.
* Facilitate awaerness sessions for communities on SIR/SRR, CPiE (Child Protection in Emergencies), and Neglect, Exploitation, Violence, and Abuse (NEVA).
* Organize community dialogues to reduce stigmatization of mental health and promote safe spaces for children.
* Prepare and submit weekly, monthly, and quarterly reports to the CP Officer.
* Participate in relevant inter-agency coordination meetings, workshops, and conferences as assigned.
* Regularly visit and monitor activities in Child-Friendly Spaces (CFS) and provide technical support to facilitators.
* Ensure the efficient use of resources and maintain cost-effectiveness in all activities.
* Any other tasks relate to child protection programs given by line manager
 |
| **BEHAVIOURS (Values in Practice**)**Accountability:*** Holds self-accountable for making decisions, managing resources efficiently, achieving results together with children and role modelling Save the Children values;

**Ambition:*** Sets ambitious and challenging goals for self and team, takes responsibility for own personal development and encourages team to do the same;
* Widely shares personal vision for Save the Children, engages and motivates others;
* Future oriented, thinks strategically and on a global scale.

**Collaboration:*** Builds and maintains effective relationships, with own team, colleagues at both national and regional level members, donors and partners;
* Values diversity, sees it as a source of competitive strength;
* 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.
* Always acts in the best interests of children.
 |
| **QUALIFICATIONS AND EXPERIENCE** * Minimum of 1-2 years of experience in case management, child protection, or MHPSS services.
* Bachelor’s degree in Psychology, Social Work, Law, or a related field.
* Workshops in the field of Case Management and MHPSS preferably with international NGOs.
* Good command of spoken and written local languages - understanding of English language is prefered.
* Able to travel inside of the target province and related districts, outside of the duty station as and when required.
* Ability to work with computer particularly MS office package.
* Good communication and inter personal relation skills.
* Experience working with vulnerable children and communities.
* Ability to maintain confidentiality and ethical standards in case management.
* Knowledge of referral pathways and coordination with other service providers.

**Desirable:*** Report **child safeguarding concerns** to the SCI focal point, ensuring adherence to safeguarding policies.

 Any other tasks relate to child protection programs given by line manager |
| **Additional job responsibilities**The duties and responsibilities as set out above are not exhaustive and the role holder may be required to carry out additional duties within the reasonableness of their level of skills and experience. |
| **Equal Opportunities** The role holder is required to carry out the duties in accordance with the SCI Equal Opportunities and Diversity policies and procedures. |
| **Child Safeguarding:**We need to keep children safe so our selection process, which includes rigorous background checks, reflects our commitment to the protection of children from abuse. |
| **Health and Safety**The role holder is required to carry out the duties in accordance with SCI Health and Safety policies and procedures. |
| **JD written by:** | **Date:**  |
| **JD agreed by:** | **Date:**  |
| **Updated By:** | **Date:** |
| **Evaluated:** | **Date:** |