



Job Description: Girls Foster Home Social Work at HSCV

Humanitarian Services for Children of Vietnam (HSCV) is seeking a Vietnam National to fill the position as Girls Foster Home Social Worker in Tay Ho, Ha Noi.

HSCV Mission

At Humanitarian Services for Vietnam (HSCV), we're dedicated to investing in the children of Vietnam. We believe that education is a fundamental ingredient in the fight for a better tomorrow, and this belief is reflected across all of our programs. Our staff works with families in Northern Vietnam, assessing their needs, and their potential. We consider opportunity to be the bridge between the reality of today and the potential of tomorrow, and we apply this philosophy to our lives and our work.

Girls Foster Home

The Girls Foster Home was founded in June 2011 to provide refuge to girls who have been living within an abusive, or potentially abusive, environment as well as those living in abject poverty with no stable family support. Girls from the ages of 4 to 18 qualify for admittance. HSCV currently has the capacity to house up to 14 girls.

The Home provides the girls with a safe and nurturing environment. All of the girls eat nutritious meals and receive excellent medical care, professional education and much love and attention.

Responsibilities and Duties

The role of the Girls Foster Home Social Worker is to oversee the daily and long-term activities and "life plans" for each of the child living at the GFH. The Social Worker is to supervise, instruct, interact and build relationships with the children, provide counseling, psychological support (to the best of their ability, outside support is available as needed) and guidelines, in accordance with those provided by the GFH Manager, and see that these guidelines are followed.

The Social Worker is to keep a clear and frequently updated account of each child's progress and "life plan" in their individual files.

The Social Worker will work directly with governmental officials, schools and organizational partners. She/He will also work directly with donors and visitors to the home. Additionally the Social Worker will support GFH and HSCV fundraising efforts, through events and donor communication.

Additionally, the Coordinator will assist other HSCV staff as needed.

Additional tasks as assigned.

Start Date

A successful candidate can start immediately

Minimum Qualification and Experience Requirements:

- Bachelor degree in Social Work, Education or Psychology or related field
- Two years of practical experience within the field of Social Work
- Experience working with NGOs, or other Non-profit organizations
- Hands on experience working with children
- High Proficiency in English

Preferred Skills/Qualifications:

- Experience working in a group home setting
- Strong computer skills: MS Office, internet and ability to learn new programs
- Strong team work skills; conflict and problem solving skills
- Strong communication skills

Personal Traits of an Ideal Candidate

- Must enjoy children
- Strong leadership skills and have the ability to motivate staff
- Must have decision making skills
- Effectively deal with local authorities at all levels
- Hard working and have genuine interest in helping others
- Demonstrate high level of trustworthiness, honesty, empathy
- Determined, result oriented and ability to work under high pressure
- Commitment to social welfare awareness and possess a deep knowledge of social welfare issues

Compensation and Benefits

- Monthly pay between \$250 - \$400 depending on qualifications and previous experience
- Free lunch provided
- State Health Insurance provided
- Motorbike insurance provided after one year of employment
- Normal working hours are Monday – Friday from 8:00am – 5:00pm with lunch and breaks
- Some weekend work is required
- National Holiday's off as well as 12 personal days in the first year, 22 day for every year after

How to apply

Send a Cover Letter, CV, letters of recommendation and any other supporting documents to In-Country Director Ms. Annetta De Vet at annettadevet@hscv.org. Application should be in English. Only short listed candidates will be contacted. No phone calls please.

Deadline and Starting Date

The Deadline for application is Sunday, November 17th, 2013.