



## **Job Description**

<b>Position</b>	Blossom Program Manager
<b>Hours</b>	Full time
<b>Location</b>	Tay Ho, Hanoi

### **Job Description**

Humanitarian Services for Children of Vietnam (HSCV) is seeking a Vietnamese candidate to fill the position as Blossom Program Manager in Tay Ho, Ha Noi.

### **Purpose of position**

This key position will support and guide the development of social services provided through the Blossom Program for girls. The coordinator will work directly with senior management to develop and implement changes to the Blossom Program. This includes short-term and long-term objectives as well as the development of services provided. In addition, the Blossom Program Manager will provide support and guidance to Social Workers providing direct services to disadvantaged girls.

### **HSCV Mission**

HSCV is dedicated to providing Vietnam's most vulnerable groups with the opportunities, tools and resources needed to develop in all of their capacity so they can resist exploitation, break free from poverty, and build a better future.

### **Blossom Program for girls**

The Blossom Program provides girls in need with a safe and nurturing refuge. The girls receive individualized support such as access to education (including financial and tutoring services), household level support, access to health care, nutritional support, guidance and mentorship.

The Blossom Program provides each girl with the necessities needed to become strong, healthy, well equipped and independent women.

### **Key Responsibilities and Duties**

#### **Program services development and coordination**

- Evaluate current program services
- Research similar programs and seek to understand key program mechanisms
- Develop and implement strategic plans, guidelines, procedures, and practices that ensure the Blossom Program is providing the best possible care to children
- Develop and maintain high quality programming, therapeutic environments, and positive culture in the homes suitable for children who have experienced trauma that supports them in their development of strengths, values, life skills and self-esteem

- Develop and implement work plans, guidelines, procedures and practices that ensure BP is running at a high standard aligned with organizational and international Social Work ethics and policies
- Develop, nurture and maintain a positive and supportive culture that motivates and empowers the team and children
- Develop, implement and monitor the BP yearly budget
- Create monthly reports for management and support quarterly reports to the HSCV Board of Directors

### **General Management**

- Oversee the daily and long-term management of the Blossom Program including:
  - + Supervise staff; ensure the collaboration among staff and the smooth operation of the services provided
  - + Support the staff to resolve problems if any
  - + Ensure staff development via coaching, team building activities and by seeking outside training opportunities
- Oversee volunteers/interns
- Liaise with governmental authorities, and partner organizations
- Receive visitors and support donor reporting

### **Staff Oversight**

- Oversee Social Workers including:
  - Household assessments
  - Personal goals with girls through a personalized action plan and help girl formulate personal goals/problems/ skills
  - Action plans for clients
  - Keep organized, clear and up to date records of each child's progress and action plan in their individual files.
- Develop a trusted relationship with each client that is based on truth and transparency
- Support the clients with seeking opportunities for personal growth to enable them to develop their skills, passions, and dreams.
- Engage with each child's family and ensure they are included in the decision making process for the child.

### **Teamwork**

- Attend scheduled team meetings
- Hold regular and informal meetings among BP staff
- Support fellow team members by providing feedback, guidance and coaching

### **Other tasks**

- Help create an environment that is friendly, accepting and supportive for all clients and teammates.
- Create and support fun and engaging recreational activities, events and workshops
- Work directly with governmental officials, schools and organizational partners as needed
- Engage with donors and visitors to the house.

### **Start Date**

A successful candidate will begin working immediately

## Minimum Qualification and Experience Requirements:

- Bachelor degree in Nonprofit Management, Social Work, Psychology or related field
- Three to five years of practical experience within the field of Social Work or experience working with NGOs, or other Non-profit organizations
- Program development, implementation and management experience

## Preferred Skills/Qualifications:

- Strong leadership and teamwork skills; conflict and problem-solving skills
- Strong communication skills
- Experience working in a group support settings
- Hands on experience working with children and families
- Intermediate to Advanced English skills
- Good computer skills: MS Office, internet and ability to learn new programs

## Personal Traits of an Ideal Candidate

- Highly organized and able to work under pressure
- Must be an individual who is willing to take on responsibilities and with delegating responsibility to others
- Strong leadership skills and have the ability to motivate staff
- Must have decision making skills
- Effectively deal with local authorities at all levels
- Willing to receive feedback from others including supervisors and staff
- Must have a strong desire to learn and develop skills while on the job
- Demonstrate high level of trustworthiness, honesty, empathy
- Determined, result oriented and ability to work under high pressure
- Driven and motivated to support children
- Commitment to social welfare awareness and possess a deep knowledge of social welfare issues

## Compensation and Benefits

- Monthly salary depending on qualifications and previous experience
- Social Insurance provided
- Motorbike insurance provided after one year of employment
- Normal working hours vary
- Some weekend and overnight work are required
- National Holidays off as well as 12 personal days in the first year, 20 days for every year after

## How to apply

Send a Cover Letter, CV, letters of recommendation and any other supporting documents to Executive Director, Annetta De Vet [annettadevet@hscv.org](mailto:annettadevet@hscv.org). Application should be in English. Only short-listed candidates will be contacted. No phone calls please.

## Deadline

The Deadline for application is March 18, 2022

*Note: interviews are to begin immediately, and the job may be filled prior to the deadline. Applicants are encouraged to apply early.*