

Assistant Project Associate- Case Management Project at Swahilipot Hub Foundation

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); Swahilipot Hub Foundation is a non-profit organization that seeks to nurture youth talents in technology and creatives/arts. Since our founding in , we have been committed to enabling youths to unleash their full potential through the various youth-led programs as well providing a conducive community space that youth's use for co-working, meeting, networking, and learning. Our work is driven by our mission of enabling the communities to develop themselves. SPH was founded in by Mahmoud Noor with partners including National Museums of Kenya, Seacom, CISCO, and ICT Authority.

About Job:

As the case management Assistant Project Associate, you will play a vital role in supporting the sub-county-level coordination, planning, and smooth operation of the Case Management Project. Your primary responsibility will be to coordinate and manage the case managers and assist with the implementation of the case management approach by providing them with tailored support and guidance as appropriate.

Responsibilities:

Assist in the implementation of the Case Management Project, at the sub-county level, ensuring that the goals and objectives are met effectively and efficiently.

Support the coordination and management of cases through the case managers ensuring that each young individual receives appropriate support and guidance throughout their journey.

Support Opportunity Youth registration on the Youth Database.

Conduct assessments and screenings to identify the needs, strengths, and aspirations of individual youth participants.

Provide personalized support and guidance to case managers.

Facilitate workshops, training sessions, and group activities to enhance the skills and knowledge of case managers and youth participants.

Collaborate with the project team to develop and implement strategies for continuous improvement of the case management approach.

Prepare and submit regular reports on the project's progress at the sub-county level, including data on participant engagement, outcomes, and success stories.

Stay updated on relevant policies, programs, and resources related to youth education, employment, and entrepreneurship.

Mobilize and engage key stakeholders at the sub-county level in project implementation.

Organize and coordinate forums with Youth hubs and government and community leaders/elders through outreach initiatives including meetings, community dialogue, and family visits.

Collect data for Case Management project and other SPH programs as needed.

Any other duties assigned by the Case Management Project manager.

Qualifications:

Diploma in social sciences, social work, psychology, or any other relevant field. Relevant work experience in a similar role may be considered.

Previous experience in a project support or assistant role, preferably in a youth development or case management program.

Basic understanding of the challenges faced by youth in accessing education, employment, and entrepreneurship opportunities.

Knowledge of the local context and community resources in Mombasa County and its sub-

counties.

Strong organizational and time management skills, with the ability to prioritize tasks and meet deadlines.

Excellent communication and interpersonal skills, with the ability to collaborate effectively with diverse stakeholders.

Attention to detail and the ability to maintain accurate and up-to-date documentation.

Ability to work both independently and as part of a team, with a proactive and flexible approach to work.

Proficiency in using computer applications for documentation and reporting.

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