

Project Associate- Case Management Project at Swahilipot Hub Foundation

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Category: computer-and-mathematical

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.

Responsibilities:

As a Case Management Project Associate, you will be responsible for the following:

Assisting in the implementation of the Case Management Project, ensuring that the goals and objectives are met effectively and efficiently.

Supporting the coordination and management of cases, ensuring that each young individual receives appropriate support and guidance throughout their journey.

Collaborating with various stakeholders, including government agencies, community organizations, and employers, to identify and develop diverse opportunities for youth.

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

Supporting the developing and maintaining case files for each participant, ensuring that all relevant information is accurately documented and updated.

Facilitating workshops, training sessions, and group activities to enhance the skills and knowledge of APAs and youth participants.

Providing support for monitoring and evaluation of individual cases, identifying challenges, and implementing appropriate strategies to overcome them.

Preparing and submitting regular reports on the project's progress, including data on participant engagement.

QUALIFICATIONS AND EXPERIENCE

Bachelor's degree in social work, psychology, counseling, or a related field. Relevant work experience may be considered in place of a degree.

Proven experience in case management or youth development programs.

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

Knowledge of the local context, community resources, and government programs in Mombasa County and its sub-counties.

Excellent communication and interpersonal skills, with the ability to establish rapport and build relationships with diverse stakeholders.

Ability to work independently and as part of a team, with strong organizational and time management skills.

Empathy, patience, and a genuine passion for empowering young individuals to reach their full potential.

Proficiency in using computer applications and case management software for documentation and reporting.

Exceptional written and verbal skills in English. Knowledge of Kiswahili will be an advantage.

Good analytical, organizational, interpersonal, negotiation, and problem-solving skills.

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