Example 2.2.3 - Job Description

*Note: This is a real example of a job description that was used in Poland for the advertising of an inclusion officer to specifically support marginalised people to access the rental market.*

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| **Job Title** | Inclusion Assistant |
| **Rating Level** |  |
| **Organizational Unit (Department / Zone Office/ Branch Office)** | Lodz Branch, Poland (Ukraine Refugee Crisis) |
| **Title of Immediate Supervisor** | Branch Director |
| **Number of direct reports (if applicable)** | TBC |
| **Number of indirect reports**  | TBC |

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| **Organizational context** |
| The Polish Red Cross is an organisation associated in the world's largest humanitarian movement, one of the oldest in the history of mankind. Its constituent parts are the internationally operating International Committee of the Red Cross (ICRC) and the International Federation of Red Cross and Red Crescent Societies (Federation) and national Red Cross or Red Crescent Societies.The Main Board of the Polish Red Cross operates at the national level, 16 District Branches in voivodships, and over 200 District Branches at the poviat level. The fourth level, the lowest in the hierarchy, and thus its foundation, are the basic units: PCK School Circles, Youth Community Instructors (SIM), Blood Donor Clubs, Rescue Group and Humanitarian Aid Groups.The mission of the Polish Red Cross is to prevent and alleviate human suffering, and to protect human dignity, without any discrimination on the basis of nationality, race, gender, religious or political beliefs. |
| **Professional duties and responsibilities** |
| * **Objective**
* The Inclusion Assistant is responsible for managing the implementation of the Red Cross accommodation support programme at branch level. The accommodation support programme includes a mix of rental assistance and host family support.
* Rental assistance will include financial assistance to cover the cost of renting accommodation will be provided for 6 months + one month to cover the deposit and a range of support services (some through referrals) to support exit from the programme.
* Host family support will include financial assistance to those providing
* **Collaboration and Coordination**
* Internally, collaborate with the various Program Departments, in particular the Welfare Services team
* Internally, collaborate with other branches delivering the accommodation support programme to share experiences and develop common approaches to address challenges
* Externally, coordinate with other organisations providing shelter / accommodation support
* Externally, coordinate with organisations for referrals process
* Externally, collaborate and coordinate with relevant local authorities at commune (gmina), town / city (poviat), and district (voivode) levels
* **Programme Delivery**
	+ Identification of programme recipients
	+ Registration of recipients in programme
	+ Identification of, and engagement with landlords
	+ Identification of, and engagement with hosts. Carry out protection vetting of hosts
	+ Conducting housing adequacy checks and identification of hhs eligible for the one off housing adequacy payment
	+ Maintaining an up to date list of referrals and managing the referrals process
	+ Monitoring visits to those renting and in host family arrangements
	+ Maintaining database documenting all aspects of the programme including registration, payments, monitoring visits
	+ Solving any issues arising, particularly protection issues
	+ Identification of households to receive one off disability adaptation support
	+ Identification of households requiring three additional months of rental assistance or host family support (most vulnerable, 10-15% of overall households supported)
	+ Line management of Inclusion Officer(s) – if present at branch
* **General Obligations**
* Commit to the humanitarian principles of strict neutrality, religious and political impartiality, and non-discrimination.
* Report and clarify any work-related issues and challenges to supervisor in timely manner.
* Respect time including to work, meetings, deadlines, and other reasonable requests.
* Maintain a good team spirit and stimulating working environment amongst staff and colleagues.
* Commit to honest, high-quality work in all aspects of responsibilities.
* Be solution driven.
* Consider safety and security in the field and immediately report all incidents to the security focal point.
* Undertake any other tasks as reasonably assigned by the supervisor.
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| **Duties applicable to all staff** |
| * Actively work towards the achievement of the Polish Red Cross goals
* Abide by and work in accordance with the Red Cross and Red Crescent principles
* Perform any other work related duties and responsibilities that may be assigned by the line manager
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| **Position requirements** |
| **Education** |  **Required** | **Preferred** |
| Graduate degree in Social Work or Social/Behavioural Sciences (i.e. Sociology, Anthropology, Psychology or Health Education) or other relevant field such as Law, or child protection | X |  |
| **Experience** | **Required** | **Preferred** |
| At least 5 years of professional experience  | X |  |
| A minimum of 2 years experience of social work or social services profession  | X |  |
| Experience of project management and line management | X |  |
| Experience of coordination with external partners (including local government) | X |  |
| Experience working with an NGO / Red Cross / UN |  | X |
| Basic knowledge of the Red Cross, and some volunteering experience |  | X |
| **Knowledge and Skills** | **Required**  | **Preferred** |
| Computer software skills – proficiency in microsoft office, experience using KOBO / other data collection tools, database management | X |  |
| Coordination and people management | X |  |
| Strong planning and attention to details | X |  |
| Strong communication skillls  | X |  |
| Teamwork | X |  |
| **Languages** | **Required** | **Preferred** |
| Ukrainian  | X |  |
| English  |  | X |
| Polish  | X |  |

**Sign off by line manager**

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| Name: |  | Signature: |  | Date:  |

**For internal use only**

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| Rated by: | Date: |
| Approved by the Job Classification Committee:  | Date: |