

Title:	Home Assistant (female)
Location:	S.A.L.V.E. International Uganda (Jinja District) – Based at our head offices in Namulesa
Job Hours	Up to 3 weeks per month residential at the S.A.L.V.E. land
1. Job purpose:	<ul style="list-style-type: none"> To provide love, care, counselling, cooking and coaching for any children currently living in the S.A.L.V.E. Halfway Homes to help them to flourish in their personal physical, emotional and educational wellbeing. To keep up to date records of all children in the S.A.L.V.E. Centre, for their personal files and also for the weekly and monthly reports, to help to design the right support path for each child in S.A.L.V.E.'s care. To contribute to all programme planning, implementation, evaluation and reporting in the Centre in a timely and high quality manner. To make sure the budget, accountability and transparency of the money used in the S.A.L.V.E. Centre for the general upkeep of the home and the children living there is being used properly. To raise awareness and support for of the work of S.A.L.V.E. International in Jinja and Uganda as a whole. To support other members of the S.A.L.V.E. team in their roles as needed with advice or assistance to ensure the overall aims of the organisation are met.
2. Key activities:	<p>The following activities are intended as a guide to the main responsibilities of the post and are not an exhaustive list of duties and tasks. The post-holder may be required to undertake other duties that are not listed below, at the direction of their manager. The job description may be amended from time to time after consultation with the post holder.</p> <ul style="list-style-type: none"> To make sure the budget and accounting of the S.A.L.V.E. Centre is being well spent and accounted for. Make sure that the financial requirements and accounts are submitted in full and on time as required. Participate with the Ugandan team to develop and improve programmes through regular evaluation and learning reviews. Ensuring that the S.A.L.V.E. Centre is running effectively. Keeping to a set of rules and timetable of activities, making sure all the children in the S.A.L.V.E. Home are receiving counselling, extra coaching lessons, love and care, food, medical check-ups and medical care as needed etc. Planning ahead to ensure there is enough food, water, clothes, shoes, beds and bedding for the children currently in the Centre and communicating early to make sure we can overcome any gaps. Planning and overseeing the preparation of a balanced diet for the children in the S.A.L.V.E. Centre. Updating individual children's profiles and files of their counselling, care and development plan to ensure the organisation is offering them the most appropriate care and support possible. Offering extra counselling, attention and care to newly rehabilitated children in the S.A.L.V.E. Centre to help them to settle into life off the streets successfully. Assist in contributing in S.A.L.V.E.s communications and blog story writing as required by your manager. Being up to date with the latest social work/ counselling/ education practice and theories through extensive reading and learning from others to ensure that we are a visionary organisation.
Attainments	<p>In order to be considered for this post you will have to demonstrate that you already have:</p> <p>Experience</p> <ul style="list-style-type: none"> - Experience of doing social work/ counselling. - Experience of using computer skills. - Experience of catering for groups of up to 50 people - Proven commitment to first class relationship management and team work. - Experience in using finances wisely. <p>Qualifications</p> <ul style="list-style-type: none"> - Diploma holder in hotel management/ catering / social work / counselling - Have attended relevant courses and training modules, especially in counselling and catering <p>Work based knowledge</p> <ul style="list-style-type: none"> - Practical experience in social work and home management <p>Skills</p> <ul style="list-style-type: none"> - Ability to work well with other team members and develop positive relationships. - Proven ability to use organisational finances wisely. - Excellent attention to detail and IT skills. - Self-reliant and able to work on own initiative, under pressure and to tight deadlines. - We need someone who can speak English, and either Luganda or Lusoga
Salary expectations	<p>This role will have a probationary period of 6 months. During this time your salary would be 550,000 gross (this is before PAYE and NSSF has been removed). If you pass your probation your salary would increase to 657,200 gross salary.</p> <p>You will be expected to be able to transport yourself to and from your base of work, which is in Namulesa. But any further travel for the role will be covered by the organisation. Meals will also be provided for the 3 weeks you are residential at the Centre.</p>

