**TOR’S**

Identify cases of children in need, receive referrals and intake cases for further processing.

Provide services to children, their families, through case planning and management.

Gathers, consolidates and analyses information to assess the needs and risks of children and families in order to provide appropriate child protection services.

Makes referral to support services both within and outside CPU, community resources and appropriate service providers.

Monitors, reviews and evaluates case progress / compliances and make relevant changes in consultation with the Child Protection Manager.

Coordinate with the service providers for service delivery to the client (children) and family.

Initiate case advisory committee to coordinate and review the interventions and ensure services to the individual child according to the best interest of the child.

Keep comprehensive and confidential records of children’s cases.

Support in maintaining data base of vulnerable children and families.

Support in maintaining data base of all service providers &/or Referral partners.

Establish and maintain an effective working relationship with community and departments’ resources acting as a liaison and identifying gaps.

Coordination with and support to CBOs for child protection.

Empower and liaise with communities and families to devise local solutions to protect children in local communities.

Provide outreach services to vulnerable children in communities.

Speaking to community groups, educating the public regarding child protection mandate.

Undertake any duties or tasks, assigned by the Manager Child Protection.