

## Vacancy Announcement

Hagar International Vietnam, an international NGO based in Hanoi, invites applications from interested and experienced Vietnamese candidates for the following position.

**Position: In-house Social Worker**

**Start date: ASAP**

### **Job Responsibilities:**

1. Ensure that each client is following all recovery centre rules to ensure the safety and quality of care for clients including in emergency situations.
2. Coordinate with Case Managers to be aware of necessary information in the client's care and to share any relevant information with case managers to aid in the client's recovery
3. Assist Recovery Centre Team Leader in maintaining food pantry, supplies and cleaning supplies for the recovery centre
4. Provide education and nutritional information to clients and prepare weekly recovery centre menus
5. Maintain clear lines of communication with your colleagues through a thorough handover at each shift handover before leaving
6. Maintain comprehensive recovery centre records, operation data and client records daily in line with recovery centre guidelines
7. Responsible for recovery centre upkeep, cleanliness, submitting equipment repair requests and overall recovery centre facility maintenance
8. Maintain organization on recording, storing, collecting and pick up of donations for the recovery centre
9. Participate in weekly meetings with Recovery Centre Team Leader and other team members
10. Maintain record and file of all client resident violations resulting in write ups, including excessive behaviours and confrontations with staff or other clients in line with recovery centre procedures
11. Provide therapeutic support to clients through mentoring, psychological and emotional support and being observant of changes in each client's demeanour
12. Provide support to clients to ensure that they are able to actively engage in all training and seminar activities as needed
13. Participate in fundraising activities for Hagar Vietnam as determined by the Executive Director and leadership team
14. Any other activities as assigned

### **Qualifications:**

1. Bachelor Degree in Social Work.
2. Understanding of the impact of trauma and how to provide trauma informed services
3. Ability to adapt to the changing needs of clients
4. Detail oriented
5. Excellent knowledge and commitment to Hagar's mission and values
6. Ability to keep professional boundaries
7. Must possess a professional demeanour at all times including in high stress situations
8. Willing to work as part of a team
9. Ability to work with diverse personalities, persons of all ages, ethnicity and sexual orientation
10. Computer skills including MS Word, Excel, Powerpoint; internet and email

Please send a Cover Letter with your CV with the subject: **Application for In-house Social Worker** to email: [info.vn@hagarinternational.org](mailto:info.vn@hagarinternational.org) by **April 21<sup>st</sup>, 2017**.

