The Rehabilitation who will be based in LWF Dadaab. He/she will be responsible for implementing activities on persons with specific needs. The incumbent will report directly to the Head of Community service, while working closely on a daily basis in collaboration with other sectors of LWF.

Key Points of Communication: Head of Community Service, Project Coordinator and the Dadaab Senior Program Officers.

Purpose of the Position:

The roles and responsibilities of the Rehabilitation Officer shall entail but not limited to:

1. Be in-charge of Community Based rehabilitation unit
2. Maintaining a constant and efficient flow of communication.
3. Ensuring adherence to LWF standards and values for access to quality rehabilitation services in the refugee camps of Dadaab and host community.
4. Coordinating the overall quality of provision of rehabilitation services and ensuring an appropriate client management system effectively exists.
5. Coordinating, supporting and monitoring the team of national trainers to ensure coherency and smooth implementation of the different rehabilitation components.
6. Supervising and empowering the team of national trainers to develop appropriate tools and procedure to delivering quality rehabilitation services.
7. Contributing towards the capitalization of experience, data collection and reporting
8. Coordinating resource mobilization efforts at the station level
9. Provide technical support in the implementation of rehabilitation activities.
10. Prepare weekly, monthly and quarterly reports on activities implemented under the rehabilitation unit.
11. Participate in concept notes and proposal development
12. Reports to the Head of Community service
13. Carry out any other tasks assigned that may deem fit to their nature of engagement with the organization

Declaration:

I have read, discussed with my supervisor and understood my duties and responsibilities as stipulated in this job description.

Employee name: _______________________ Supervisor: _______________________

Signature : _______________________ Signature: _______________________

Date : _______________________ Date: _______________________