

# FemiliPNG

care. support. change.

**Position:** Case Worker

**Location:** Lae

**Reporting to:** Case Work Manager

## **Qualifications, desired experience and characteristics:**

1. Graduate of Social Work or related field/Degrees
2. Risk Assessment Skills
3. Knowledge in community resources and trained in counselling with the high-risk populations.
4. Experience in working with high-risk population (Family and Sexual Violence Survivors).
5. Ability to work independently with strong sense of focus, open minded, task-oriented, non-judgemental, and with clear sense of boundaries.
6. Ability to motivate the client's towards achieving goals.
7. A strong sense of respect and of confidentiality involving both clients and fellow workers.
8. Ability to work in a culturally diverse and complicit families and communities.
9. Ability to be culturally appropriate and sensitive.

## **Duties and responsibilities:**

1. Provide holistic and comprehensive case management services to all clients.
2. Conduct the intake assessment including risk assessment, goal setting, client's case developmental plan, and progress notes, follow-up of the clients, advocacy and referral to other stakeholders.
3. Provides timely and appropriate intervention such as psychosocial counselling, crisis debriefing, right based counselling and referral of client to safe houses (if required).
4. Connect the client to the available community resources, police for statement, lawyer for legal advice, social service for other social needs, and court for the Interim Protection Order.
5. Follow-up with clients and NGOs as appropriate to document use/success of referral.
6. Input accurate data for all contacts with clients for effective follow-up.
7. Conduct family assessment, if needed
8. Provide information/education to client and her/his family on human rights and other related laws i.e. Family Protection Act.
9. Ensure that all client's data are valid and submit in a timely manner including client follow-up, progress notes, outcome evaluation, client contact sheets and intervention evaluation.
8. Participate in all regular meeting, conferences, trainings, case discussion/presentation and staff development activities, if required.
9. Adhere to agency policy, procedures and professional code of ethics.

## **HOW TO APPLY?**

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Your application should include your resume with contact details of three referees, cover letter explaining how you meet the position criteria, and a copy of your recent police clearance.

Applications can be addressed to Femili PNG HR, P.O Box 616 Lae, Morobe Province, and emailed to our HR Manager at [recruitment@femilipng.org](mailto:recruitment@femilipng.org)

For more information, email us at [info@femilipng.org](mailto:info@femilipng.org)

**Applications closes on Tuesday 27<sup>th</sup> March 2026.**

You can download the full job description from our website: [www.femilipng.org](http://www.femilipng.org)

*Femili PNG is committed to the protection of children and our recruitment procedures reflect this.*

*Femili PNG is committed to fostering an inclusive work environment for all people and encourages applications from people with a disability.*