

## YAYASAN GENERASI GEMILANG (GG)

### **FAMILY CHAMPION in the Family Services Department**

#### **Reports to the Section Head, Family Services**

Family Services exists to empower urban poor families (B40 group) to be financially and emotionally resilient so that they can support a healthy environment at home for children to thrive and have access to quality education.

#### **RESPONSIBILITIES**

- Be a family champion to reach out and provide family services to GG identified communities.
- Conduct and provide Family Protection (PRUKasih) to GG identified communities.
- Conduct family Support case intervention to help families in need of assistance, provide relevant support to the targeted families.
- Liaise with leaders of the community to co-organize family empowerment initiatives.
- Build strong relationships (through good follow up, communication, etc) with stakeholders such as relevant government bodies, NGOs, partners, schools, parents, clients and volunteers. Project manage (organize) programs, projects, activities or relevant initiatives according to the needs of the community, reaching entire families.
- Brief, motivate and engage volunteers and maintain a steady volunteer-base.
- Conduct relevant research or field visits that contributes the development of the members in the community, whether for adults, teens, children or the entire family.
- Be an active part of the GG staff team and actively seek opportunities of collaboration and synergies across departments.
- Maintain and prepare necessary status and progress reports.

...continued (Family Champion JD 2019)

## **MUST HAVES**

- Degree or Diploma holder. Experience in social work and Family social work is a plus.
- Strong organizational and administrative skills. Detailed and must be willing to do paper work and documentation when necessary.
- Can be both a leader and a team player.
- Must be able to speak and write well in English & Bahasa Malaysia. Any other languages will be an added advantage (Mandarin, Tamil and Cantonese).
- Proficient in Microsoft Office 365 Applications (Outlook, Word, Excel, PowerPoint etc).
- Have own transportation and able to travel as needed.

## **SKILLS WE ARE LOOKING FOR – Does this describe you? 😊**

Must be passionate for GG's vision and mission and love the work nature especially dealing with the community, schools, parents, government and corporate partners.

### **You love the institution of the family**

It warms your heart when you see families together. You believe that a healthy family can bring positive contribution to the society. You are able to relate to and willing to work with families of different backgrounds.

### **You get things done**

You are able to multitask don't have a problem getting your hands dirty. You follow through on every task, no matter how big or small. You understand the importance of keeping on schedule and in budget. You take initiative on projects from the start and know how to bring people together and get things done.

### **You are dedicated**

Many things we embark to do, isn't easily accomplished.

But you are persevering and you believe that you will see results because you have invested time.