

## JOB DESCRIPTION

**Position : Community Support Staff**

**Department : Kid to School Department**

### **Roles and Responsibilities of the Position:**

As a community support staff member, you are responsible for the following;

- To assess families to determine what assistance they need to ensure that their children can receive a good education.
- To check students' attendance at public school and AllKids Learning Centre
- To keep smart sponsor up to date
- To assist Outreach Manager, General Manager and Country Director with sponsor liaison
- To assist with annual sponsor reports and upload to smart sponsor
- To follow up on any family and child problems
- To cooperate with AllKids Day Care House manager with dump kids
- To be present at morning briefing and weekly meeting with Outreach Manager and GM to address problems of the children
- To follow all reasonable instructions from the Outreach Manager, GM or CD
- To work closely with all the department of AllKids in order to achieve their goal
- To keep Allkids Sponsors and Children database up to date.