



អង្គការទឹកជីវិតកម្ពុជា

**Damnok Toek (Goutte d'Eau Cambodia)  
To assist vulnerable children and their families**

**មណ្ឌលភ្នំពេញ ការថែទាំជាពិសេសសំរាប់កុមារពិការ**

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## **DTPP COORDINATOR JOB DESCRIPTION**

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### **1. Goal of the function**

**The aim of this function is to fulfill his/her duties in accordance with the statutes, the working contract, and the different policies of Damnok Toek to assist vulnerable children and their families.**

- The coordinator is responsible to implement and to monitor the good functioning of the Phnom Penh center for children, and young adults, with disabilities.
- As a coordinator s/he is responsible and has the right and duty to control, improve, organize, supervise and manage the implementation and coordination of the project.
- The coordinator has the duty to represent the organization towards donors, visitors and other external partners.
- The coordinator is responsible for the good coordination and information transmission between the Board, the staff, other collaborators, and partner organizations.
- The coordinator is responsible to set up, and enforce policies with support of management team.

### **2. Qualifications**

High school degree, working experience with target group (in NGO) at least 3 years, management/leadership skills, communication skills (confidentiality, dealing with positive and negative feedback to/from staff, staff capacity building, networking skills), teamwork (information sharing), initiative, and a flexible personality

### **3. Working schedule**

From Monday to Friday.

From 7.30 am to 12pm and from 2 pm to 5.30 pm.

The coordinator is also expected to come to the center at least one time during the weekend, or one evening during the week, to ensure everything is well at the center (“surprise visit”). S/he will also be asked to work occasionally during public holidays, like all other staff working for Damnok Toek.

Additionally, the schedule may vary at times because of: donor visits, problems that need to be addressed immediately, special events, or as per team leader social work responsibility, some travel. The coordinator must be an example for the staff and must be flexible.

### **4. Probation period**

A probation period of 3 (three) months will start following the day of the signature of this agreement.

## **6.5. Main duties and competences**

### **5.1 Duties as a member of the management team**

- Implement the decisions made by the BOD
- Transmit decisions made by the BOD to direct subordinates
- Participate in weekly management meeting
- Help to facilitate bi-weekly staff meeting
- Provide input for annual budget to the BOD

### **5.2 Duties as Residential Center Coordinator**

#### ***Medical:***

- Supervise the children's health by referring to appropriate services, following up and ensuring good documentation of care provided; Refer any serious medical cases to hospital or other health facilities
- Ensure proper order of the medicine boxes; ensure adequate and no expired supply

#### ***Human Resources:***

- Supervise the proper management of human resources: educators (direct child care workers), physiotherapist, occupational therapist, social worker, and volunteers (if any) – recruit and train as needed.
- Manage staff files
- Organize schedule/replacements of educators
- Ensure good working relations, transparency and communication among the team
- Responsible to find appropriate training for educators and other staff
- Evaluation of educators with assistance of at least one management team member (6, and 12, months)
- Supervision and evaluation of the volunteers (if present)

#### ***General Center Activities:***

- Facilitate bi-weekly (twice monthly) educator/staff meeting
- Responsible for implementing and developing rules/guidelines of the center
- Ensure that the child protection policy is applied at all times, by all staff.
- Ensure that the minimum standards are met; seek opportunities to do above and beyond
- Supervise children meeting/schedule/activities; propose new activities
- Suggest new children for the center (case background, implications to current capacity, etc.)
- Develop partnerships with other organizations and companies providing vocational trainings, internships, apprenticeships
- Manage PP email inbox, answer emails, and forward emails whenever needed
- Manage school materials and medical equipment/supplies of the center

### **5.3 Duties related to social work (*Delegates to Social worker if DTP has a formal SW*)**

- Register, integrate and follow up of students in public/private school, outside trainings (with other NGOs, apprenticeship) and job placement and independent living or Group Home.
- Lead and participate in family assessment/tracing/follow-up and home visits
- Supervise and follow-up on reintegration into family process implementation
- Propose to the management team referral of children to adapted structures or reintegration

- Assistance with counseling of children as needed/requested.
- Oversee individual children goals: review the current goals, assess and help to update every three months
- Meet partners regularly to follow-up and assess children at their schools/activities (i.e. Lavalla school, public schools, Krousar Thmey, drawing school, other institutions...)

#### **5.5.4 Public relations**

- Assist to manage external requests (donors, medias, volunteers, other NGO ...)
- Ensure good relationship with donors.
- Develop partnerships with organizations working on disability
- Increase and ensure good relationship with relevant local authorities and ministries

### **7.6.Information**

#### ***6.1 Information to give:***

- Orientation and information to Management team /BOD from other NGOs, organizations and the government.
- Orientation and information to other organizations about the project (public relations)
- Monthly statistics
- Annual Activity Report on project activities
- Activity reports for the donors
- Transfer knowledge acquired from workshops, trainings
- Information about visitors/volunteers
- Information about donors visiting
- Information about training for capacity building

#### ***6.2 Information to receive***

- Minutes from the BOD meeting
- Information from management team, TA
- Information according to required outputs/standards from donors
- Information from other institutions which are linked to Damnok Toek
- Information about new donors

### **8.7.Duties of control**

- Control of child records
- Control monthly statistics
- Control and implement decisions made by the Management team
- Control implementation of rules, regulations for children and staff
- Control activities and schedules of subordinates
- Control implementation of working contracts with subordinates (working hours, annual leave, sick leave and special leave)
- Control week end activity planning for educators
- Monitor hygiene and maintenance of Residential Center facilities and Compound
- Control objectives and outputs of the Residential Center
- Ensure that children benefit at residential center (progress, development)

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