

## **Social Worker (Case Work) - Assessment Executive**

### **Job Responsibility:**

- 1) Conduct House interview towards the underprivileged families that requires assistance
- 2) Follow up work including visitation to hospitals, hemodialysis centre, NGO & other government centre to help the underprivileged families resolve their problem in life
- 3) Able to facilitate event planning under Great Heart Charity Association or other sister NGOs (eg: Great Vision Charity Association)
- 4) Connect the beneficiary, volunteers and donors together to provide physical and emotional assistance to the underprivileged families. Ability to connect a large group of volunteers to work together is a plus point.

### **Qualification:**

1. Good computer skills especially in Microsoft word, excel and Powerpoint.
2. Ability to communicate in Malay, English and Chinese is a must. Other dialect like Cantonese and Hokkien is a plus point.
3. Minimum required Diploma Holders, any field is acceptable. Fresh graduates are welcome.
4. Must Possess own transport.
5. Must have good communication skills. Good public speaking ability will be a plus point.
6. Must be able to commit to charity work on weekends and outstation to Seremban or Melaka when required.
7. Most importantly, has the **RESPONSIBILITY and PASSION in charity works.**