



A SAFEHOME for Victims of Sexual & Domestic Violence

OPEN POSITION – SHELTER MATRON

ABOUT AGATHA AMANI HOUSE (AAH)

Agatha Amani House (AAH) is a registered charitable trust whose mission is to help women survivors of sexual and domestic violence and their children heal from their trauma and become self-sufficient. This is achieved by providing the survivors with a safe shelter, psychosocial support, basic legal aid assistance, life skills and transitional assistance among others.

KEY ROLES AND RESPONSIBILITIES

The Shelter Matron takes responsibility for supervising and coordinating the operation of the AAH safe shelter. She will be actively involved in planning, monitoring, implementation and evaluation of the Safe shelter activities and takes responsibility and attention to individual beneficiaries' concerns.

- Offer caring presence to the women and children who reside in the shelter.
- Ensure cleanliness of the residence and allocating duties to the beneficiaries with specific emphasis on hygiene among the residents.
- Performs general administrative functions such as answering the phone and responding to in-person inquiries in a professional manner.
- Housekeeping capacity building and supervision. This includes cleaning and arranging the house, preparing meals, drawing water from the underground water tank, distilling drinking water via the dispenser, monitoring generator and borehole water usage and any other housekeeping duty that may arise.
- Assisting in the marketing of the products produced at the shelter and at the farm
- Assisting with getting survivors
- Respond to residents' requests, complaints, and inquiries.
- Ensure safety of clients and to immediately report safety violations to security forces/program Coordinator/Director.
- Ensure proper supervision and monitoring of the AAH safe shelter during 3 nights (sleep over) in a week.



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- Assist in preparing and submitting weekly, monthly, mid-year and annual reports and other reports related to AAH as required.
- Provide individual and group psychosocial support to the residents and recommend counselling cases to the shelter counselor.
- Conduct conflict management and resolution among clients as needed and report when cases are unresolved and need attention of the program coordinator/Director.
- Carry out other duties that may be assigned by the AAH management.
- Supervision of the duties to be carried out by survivors that involves the care of rabbits, cows, and chicken daily
- Weekly inspection and general cleaning of the livestock areas and the compound
- Keeping proper and up to date records on expenses and income
- Ensuring safety, maintenance and security of inventory
- Purchase supplies, such as foods, toiletries, feeds and seeds
- Lead in women empowerment projects as a trainer; beading, baking, life skills and crocheting projects.

MINIMUM EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES

- Minimum Qualifications: Diploma/certificate qualification in a related field e.g. social work, art/play therapy, community development, child protection or related field.
- Experience Level and length: At least 3 years practical working experience preferably in a hospital, safe houses, or school as a matron.
- Computer literacy in emailing and Microsoft office packages.
- Experience in basic guidance and counselling
- Certificate of Good Conduct.
- People skills: GBV knowledge and ability to deal with people with different issues.
- Experience and knowledge in Business and entrepreneurship is an added advantage
- Organisational and time-management skills
- The ability to work under pressure



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- Supervisory skills and management ability
- Self-motivation, with the ability to motivate others
- Excellent communication, marketing and organization skills
- Be able to endure basic living and working conditions for a duration of time
- Be able to take initiatives and work without supervision
- Be open minded, have self-respect , respect the beneficiaries and the community with whom AAH works
- Adhere to the internal rules especially time for work, AAH Staff Code of Conduct and security rules

On how to apply for the position;

Please call 0713482144 in case you are interested in the position.

Deadline for the call: **30th August 2021.**