



Terms of Reference

The Lebanese Center for Human Rights

Social Worker – Nassim BEIRUT

Background:

The Lebanese Center for Human Rights (CLDH) is a local non-profit, non-partisan Lebanese human rights organization based in Beirut. CLDH was created in 2006 by the Franco-Lebanese Movement SOLIDA (Support for Lebanese Detained Arbitrarily), which has been active since 1996 in the struggle against arbitrary detention, enforced disappearance and the impunity of those perpetrating gross human rights violations.

CLDH monitors the human rights situation in Lebanon, fights enforced disappearance, impunity, arbitrary detention and racism and rehabilitates the victims of torture. CLDH regularly organizes press conferences, workshops and advocacy meetings on human rights issues in Lebanon and collects, records and documents human rights abuses in reports and press releases.

CLDH team on the ground supports initiatives aimed at determining the fate of all missing persons in Lebanon.

CLDH regularly follows up on numerous cases of arbitrary detention and torture in Lebanon in coordination with Lebanese and international organizations, and with the United Nations Working Group on Arbitrary Detention WGAD and the UN Special Rapporteur on Torture.

CLDH currently has 4 offices: Dora, Bauchi, Bekaa & Tripoli

Duties and Responsibilities:

The Social Worker reports to the Programs Officer and, when needed, to the Programs Manager. The duties and responsibilities are defined as per the following categories:

1. Identification of cases

- Screen potential beneficiaries calling the landline and presenting to Nassim Center- Beirut.



- Identify potential cases through internal referrals, external referrals (from the community focal points, organizations, CLDH email, helplines...) and visits to the detention centers located in Beirut and Mount Lebanon.
- Check and address periodically the incoming referrals received over the Referral Information Management System (RIMS).

2. Case management of beneficiaries

- Assess regularly the beneficiaries' situation at multiple levels.
- Maintain accurate records and documentation of the beneficiaries' files on the internal database and of the hard copy of the files.
- Maintain the confidentiality of the cases and inform appropriate team members of any important updates on the beneficiaries according to the need-to-know approach.
- Organize and lead case management meetings ("case discussion") when needed.
- Ensure complete holistic follow-up of each case, including interventions over the phone or over WhatsApp.
- Use case management steps, tools and procedures: assessing, monitoring, evaluating ...
- Provide social support sessions to the beneficiaries: Active listening, empowerment, emotional support...
- Coordinate with Nassim's interdisciplinary team: Social Workers, Senior Social Workers, Psychologists, General Practitioners, Psychiatrists and Physiotherapists.
- Conduct **home visits** and field visits when needed, accompanied by another team member.
- **Refer** beneficiaries to external resources when needed, through RIMS platform or filling out the Interagency Referral Form (IRF) or choosing a "self-referral" option.
- Identify the beneficiaries' eligibility for **financial assistance** and to prepare the necessary documents for the completion of the Emergency Cash Assistance (ECA) before submitting them to the management.
- Collaborate with the Legal aid program's staff and lawyers for the provision of **legal assistance** and support to beneficiaries in need.
- Provide **PSS group sessions** to beneficiaries at the Center or in other locations, when needed.

3. Prison interventions



- Visit identified beneficiaries in the detention centers located in Beirut and Mount Lebanon as per the required activities and interventions.
- Provide PSS group sessions to beneficiaries in detention, tailored according to their age and needs.
- Provide individual-tailored interventions in prisons.
- Keep contact with the “مندوب الأحداث” for cases of juveniles in detention centers.
- Refer inmates to Psychologists and Lawyers based on the needs assessment.
- Conduct special visits to monitor detention facilities, when required.

4. Internal liaisons

- Participate in the Organization’s internal activities, retreats, trainings, monthly staff meetings.
- Handle day-to-day office matters, including scheduling appointments.
- Serve as point of contact for inquiries from the Monitoring & Evaluation (M&E) Team.
- Manage the coordination activities by leading Nassim’s weekly meeting and by serving as the central point of contact for scheduling main activities.
- Act as a field reference/supervisor for interns in Social Work
- Report Human Rights violations to the Fact-checker

5. External representativity

- Participate in the Organization’s external activities and events, when needed.
- Attend clusters’ meetings when needed.
- Collaborate with the designated liaison from the universities sending the interns.
- Attend and complete the suggested training by the CVT or other capacity-building entities.

Location:

This position is based at Nassim Center-Beirut with occasional computing to other CLDH offices located in Tripoli and Bekaa. Home visits are planned according to the beneficiaries’ needs and the interventions required. Prison visits are conducted in detention facilities in Beirut & Mount Lebanon areas.

The Social Worker is expected to be present in the office location but can work remotely one day per week with prior agreement from the supervisor. Additional remote working days can also be agreed



upon based on workflow and activity implementation.

Experience and Qualifications:

- University Degree (at least Bachelor or *Licence*) in Social Work (*Travail Social*)
- Minimum 1 year of experience in similar position
- Experience in Child Protection case management is highly desirable
- Experience in prison interventions is an asset
- Great communication skills and team player
- Proficiency in Microsoft Office, Email and communication tools, Virtual collaboration
- Organization and time management skills
- Problem-solving skills
- Fluency in Arabic (oral and written); professional use of English.

Application:

Interested individuals should send their CV and cover letter by email to recruitment@cldh-lebanon.org indicating in the subject line “Social Worker” maximum by July 12, 2024.

E-mails with no subject lines will be disregarded.

The interview process will be ongoing and might end upon receiving a qualified candidate for the position.

Only shortlisted candidates will be contacted.

Applicants who have a personal relationship/association with a CLDH staff member are required to declare it in their email application.