

## JOB DESCRIPTION

**Title:** Specialist, South Africa Granny Program

**Location:** Johannesburg, South Africa

**Reports to:** Director of Legal and Compliance

**Department:** Legal and Compliance

### I. Primary Purpose

The Specialist, South Africa Granny Program is responsible for expansion, management, and oversight of the “Granny Program” at four identified children’s homes in South Africa. The South Africa Granny Program connects children living in children’s homes to a caregiver from the local community who spends time with their assigned children daily, helping them reach developmental milestones and form healthy relationships. The program is currently in one institution in South Africa but will be expanded to three more institutions within 12 months from date of hire. The Specialist will be required to live in South Africa and manage all day-to-day aspects of the program management and expansion including but not limited to granny recruitment, interviewing and hiring grannies, implementing granny onboarding and training, organizing granny schedules, matching grannies with specific children with the support of children’s home staff and based on the individual needs of the children, appointing granny liaisons at each institution for communication and accountability, setting up systems for long term sustainability, reporting, continued identification of needs, assessments, etc.

The Specialist will communicate regularly with the Director of Legal and Compliance in Spence-Chapin’s New York office to share progress, identify challenges, and providing reporting metrics related to the Granny Program in South Africa.

### II. Key Performance Indicators

- **Stabilize current Granny Program:** oversee any necessary improvements to the children’s home where the current Granny program exists, including but not limited to improving reporting requirements, overseeing developmental assessments of children, implementing trainings on play therapy, child care, and child development as needed, and reporting on physical improvements to the children’s home.
- **Expand Granny Program:** Work with staff at three identified children’s homes under supervision of Spence-Chapin’s Director of Legal and Compliance to expand and implement new granny programs
- **Ongoing management and oversight of Granny Program:**
  - Maintain record of Granny hiring process
  - Match and assign Grannies to children based on individual child needs and Granny skill set with support from children’s home staff
  - Oversee the implementation of training for all grannies
  - Coordinate payment of stipend to all grannies
  - Create set schedule for grannies
  - Create/improve progress log evaluations/assessments based on measurable goals or benchmarks set for children
  - Maintain those progress logs WEEKLY for children and grannies in their work together and report them MONTHLY to Spence-Chapin, New York Office
  - Coordinate with children’s home staff to ensure QUARTERLY reports on program progress is being reported to Spence-Chapin, New York Office
  - Report on progress of implementation of Granny program including any challenges or staff changes
  - Maintain expense reports
  - Document progress with photos and videos which should be included in the QUARTERLY reports
- Assist with any other project related needs and reporting requirements of the Grant funding the project, as communicated by the Director of Legal and Compliance

**III. Education & Experience**

- MSW, DPT (with experience in pediatric physical therapy), M.Ed, Masters in Child Development, or similar background/degree preferred
- Experience with international development project management and creating trainings is strongly recommended
- Experience in foster care, child welfare, child development, children/families or adoption preferred
- Experience living or working abroad, particularly in South Africa, preferred
- Bi-lingual preferred (Zulu, Xhosa)

**IV. Technical Skills**

- Proficiency in computer applications, such as Word, Excel, PowerPoint, Adobe, Skype

**V. Key Competencies**

- Excellent interpersonal communication, organizational, and writing skills
- Ability to be flexible and work well under pressure
- Ability to multitask and effectively organize, with a strong eye for detail
- Sensitivity to cultural diversity and cross-cultural challenges as well as adoption challenges
- Ability to work independently and in group settings