

# JOB DESCRIPTION



**Unit : Housing and Village Improvement Programme Sub-Unit**  
**Position : Community Development Assistant**

<b><u>JOB DESCRIPTION</u></b>	
<b>TEMPORARY POSITION</b>	
<b>JOB TITLE: COMMUNITY DEVELOPMENT ASSISTANT</b>	
<b>JOB SUMMARY:</b>	
To facilitate community development activities relative to the Housing Village Improvement Programme (HVIP) and other programmes; in particular the conduct of field investigations and community related work.	
<b>REPORTS TO:</b>	<ul style="list-style-type: none"> <li>▪ Reports directly to the HVIP Coordinator.</li> <li>▪ Required to interface with other LSA professional and non-professional LSA staff involved in community development matters</li> </ul>
<b>SUPERVISION GIVEN TO:</b>	-
<b>DUTIES AND RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>▪ Liaises with all stakeholders of the solution delivery process in terms of conducting due diligence activities relative to legitimately initiating Programme construction works</li> <li>▪ Educates and counsels beneficiaries on all aspects of Housing Village Improvement Programme and mediates in situations of possible conflict</li> <li>▪ Conduct / uses field surveys to inform development activities</li> <li>▪ Performs other related duties</li> </ul>	
<b>KNOWLEDGE, SKILLS AND ABILITIES</b>	
<b>KNOWLEDGE:</b>	<ul style="list-style-type: none"> <li>▪ Knowledge in analyzing quantitative and qualitative data.</li> <li>▪ Knowledge in the principles and practices of community development</li> </ul>
<b>SKILLS AND ABILITIES:</b>	<ul style="list-style-type: none"> <li>▪ Mediation Skills would be considered an asset</li> <li>▪ Map reading skills</li> <li>▪ Proficient in Microsoft Office Suite</li> <li>▪ Good communication (oral and writing) skills</li> <li>▪ Ability to work both in teams, and unsupervised</li> </ul>
<b>MINIMUM EXPERIENCE AND TRAINING:</b>	
<ul style="list-style-type: none"> <li>• Five (5) CXC passes including Mathematics and English.</li> <li>• Minimum of one (1) years' experience in the field of community development and social work.</li> <li>• Training in Mediation will be considered an asset.</li> <li>• Participation in community projects and programs will be considered an asset.</li> <li>• Any equivalent combination of experience and training.</li> </ul>	