**DEPARTMENT OF SOCIAL WELFARE AND COMMUNITY DEVELOPMENT**

**SOCIAL WELFARE UNIT**

1. MONITOR LIVELIHOOD EMPOWEREMENT AGAINST POVERTY (LEAP) BENEFICIARIES AND REPORT ON UTILIZATION OF LEAP TRANSFERS
2. REGISTER AND ASSIST PERSONS WITH DISABILITY (PWDS) UNDER THE 3% DISTRICT ASSEMBLY COMMON FUND (DACF)
3. SUPERVISION OF CHILD INSTITUTIONAL HOMES AND EARLY CHILDHOOD DEVELOPMENT CENTRES
4. REGISTER AND MONITOR ACTIVITIES OF NGOS IN THE MUNICIPALITY
5. CASE WORK/MANAGEMENT:

* HANDLING OF CHILD MAINTENANCE CASES VIDE THE CHILDREN’S ACT 560
* HANDLING FAMILY RECONCILIATION CASES
* SUPERVISION OF CHILDREN IN CONFLICT WITH THE LAW AND YOUNG OFFENDERS
* REFERRAL OF DESTITUTE AGED PERSONS AND MENTALLY ILL PERSONS TO SERVICE CENTRES
* ASSISTING COURTS WITH SOCIAL ENQUIRY REPORTS
* REPRESENTATION ON PANELS AT BOTH THE FAMILY AND JUVINILE COURTS

**COMMUNITY DEVELOPMENT**

1. SUPPORT EXTENSION SERVICES AND MOBILIZATION
2. DISSEMINATE INFORMATION THROUGH STUDY GROUPS AND MASS MEETINGS
3. PROVIDE COMMUNITY EDUCATION AND MOBILIZATION
4. OFFER EMPLOYABLE AND SUSTAIONABLE SKILLS TRAINING FOR UNEMPLOYED WOMEN AND THE YOUTH
5. ASSIST COMMUNITIES TO UNDERTAKE SELF-HELP COMMUNITY INITIATED DEVELOPMENT PROJECTS
6. CONDUCT MASS EDUCATION CAMPAIGNS
7. TRAIN CHANGE AGENTS FOR RURAL DEVELOPMENT
8. TRAIN RURAL OR VULNERABLE WOMEN IN ENTREPRENEURIAL AND HOME MANAGEMENT SKILLS

**THE KEY STEPS OF CASE MANAGEMENT:**

CASE IDENTIFICATION AND INTAKE

CASE ASSESSEMENT

CASE PLANNING

CASE IMPLEMENTATION

CASE MONITORING/REVIEW

CASE CLOSE