



SONS & DAUGHTERS  
FAMILY • LOVE • FREEDOM

## **Terms of Reference**

### **Aftercare Programme Manager**

#### **Purpose of the Position**

Manage and develop Sons & Daughters' Aftercare Program for women who have chosen to leave sexual exploitation. The Aftercare Manager will guide and coordinate staff, volunteers, projects and partnerships relating to the exit, transition and reintegration of beneficiaries into long-term solutions for permanent exit from the commercial sex industry.

#### **Aftercare Program**

Sons & Daughters' Aftercare program supports the transition and exit process for women who choose to leave the commercial sex industry. In our transition program, women receive counselling, discipleship, casework and further skills training. They are offered a safe, supportive environment as they stay in our safe house. As they exit, our hope is to see these women thrive in the community, free from commercial sexual exploitation. They are connected with partnering organisations around the world to help support their reintegration.

#### **Main Responsibilities**

- Continuous development and evaluation of best practice for the Aftercare Program:
  - Physical and psychological safety of beneficiaries, staff, and volunteers
  - Define program outcomes and tools for measurement (pre/post); manage the administration of outcome measurements and report data to CEO
  - Evaluation and development of our working model and strategies to reduce re-victimisation
- Beneficiary Intake: assess and decide suitability of potential Aftercare Program beneficiaries. Conduct briefing to ensure that all beneficiaries understand the process and boundaries of the program
- Recovery:
  - Formulation and resourcing of Aftercare program weekly schedule
  - Initiate and maintain partnerships with local training providers and work placement sites
- Reintegration:
  - Connect with, and maintain, local and global partnerships in relevant countries
  - Develop framework for successful reintegration and alternative pathways for women leaving sexual exploitation, other than Family Home
- Supervise staff/volunteers working in Aftercare: counsellors, caseworkers, skills instructors, and any other roles pertaining to Family Home or the women in the Aftercare Program
  - Individual supervisions with workers every 4-6 weeks
  - Provide technical guidance on skills/knowledge related to working with beneficiaries
  - Ensure all persons are adhering to S&D policies and address disciplinary concerns



- Ensure efficient running and resourcing of all programs related to Aftercare
- Submit quarterly reports to CEO
- Attend 1 outreach per month

**Requirements**

- Degree (or above) holder in Social Work, Psychology, Counselling or other relevant field
- Fluency in English and Chinese
- Highly adaptable, and ability to work effectively under pressure
- Experience of working with marginalized and vulnerable populations
- Knowledge of various providers of services to vulnerable women in Hong Kong
- Experience in programme management desirable
- Knowledge and understanding of the impact of gender based violence on individuals and communities

**Compensation**

- \$25,000 per month
- Generous annual leave, with additional self-care leave

**Applications**

Please send your CV and covering letter to [Janice@sonsanddaughters.org.hk](mailto:Janice@sonsanddaughters.org.hk)