

Caseload and list of task per Family Counselor

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TABLE OF CONTENT

1. Program Coordinator – Melanie Adona	3
1.1. List of task	3
1.2. Annex	3
1.2.1. List of partner to visit at least once a year.....	3
1.2.2. Example of potential monthly schedule	3
2. Social Worker – Maria Fortune Satparam	4
1.3. List of task	4
1.4. Annex	4
1.4.1. List of Pulong for which to ensure regular updating :.....	4
1.4.2. List of partner to visit at least once a year.....	4
1.4.3. Example of potential monthly schedule	5
3. Socio-Economic Counselor – Susana Perananda	6
3.1. List of task	6
3.2. Annex	6
3.2.1. List of Pulong for which to ensure regular updating :.....	6
3.2.2. List of partner to visit at least once a year.....	6
3.2.3. Example of potential monthly schedule	6
4. Socio-Economic Counselor – New	7
4.1. List of task	7
4.2. Annex	7
4.2.1. List of Pulong for which to ensure regular updating :.....	7
4.2.2. List of partner to visit at least once a year.....	7
4.2.3. Example of potential monthly schedule	7
5. Socio-Economic Counselor – Lydia Maluenda	8
5.1. List of task	8
5.2. Annex	8
5.2.1. List of Pulong for which to ensure regular updating :.....	8
5.2.2. List of partner to visit at least once a year.....	8
5.2.3. Example of potential monthly schedule	8

- 6. Socio-Economic Counselor – Sheila Mendoza** 9
 - 6.1. List of task 9
 - 6.2. Annex 9
 - 6.2.1. List of Pulong for which to ensure regular updating :..... 9
 - 6.2.2. List of partner to visit at least once a year..... 9
 - 6.2.3. Example of potential monthly schedule 9
- 7. Psychosocial Counselor – Melchor Amante** 10
 - 7.1. List of task 10
 - 7.2. Annex 10
 - 7.2.1. List of Pulong for which to ensure regular updating :..... 10
 - 7.2.2. List of partner to visit at least once a year..... 10
 - 7.2.3. Example of potential monthly schedule 10
- 8. Psychosocial Counselor – Efel Matorre** 11
 - 8.1. List of task 11
 - 8.2. Annex 11
 - 8.2.1. List of Pulong for which to ensure regular updating :..... 11
 - 8.2.2. List of partner to visit at least once a year..... 11
 - 8.2.3. Example of potential monthly schedule 11

1. Program Coordinator – Melanie Adona

1.1. List of task

FDP follow up	Team support	Activity Supervision	Networking	Admin
8 effective FDP visits per week	According to needs of FC, help them to update modules and material of Pulong and FDP tools	Conduct Phased Out Assessment with the PSC for all their Heavy FDP families	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 weeks after the last visit
9 families Phased Out during the year (TR and WS are not counted)	Conduct 2 weekly meeting to review issues of the FC, one with the FC following FDP families and one with the FC following FBC families	Review all the files of the light FDP families Phased Out	Communicate update of partners to the social worker of ENFANCE	Every 1st and 3rd Monday of the month, process all files to the Data Encoder
9 families enrolled in Heavy FDP during the year (TR and WS are not counted)	Accompany FC at least one half day per week to train them and provide support	Through Database extraction, ensure that caseload of every FC is respected. If not, refer it to the management.	Attend to necessary meeting regarding any partnership with the DSWD or other	Have frequent meeting with the Management to discuss objectives and activity of the organization.
Conduct a PO Survey for half of the families who have been PO during the previous year		Through Database extraction, ensure that the maximum duration for follow is respected		
Constant caseload of 9 families every month		Check WTR of every FC and understand reason if no of visit per week is not reached		

1.2. Annex

1.2.1. List of partner to visit at least once a year

Bahay Tuluyan
DSWD Legarda
Ina Healing Center
LP4Y
Manila City Link
Museo Pambata

1.2.2. Example of potential monthly schedule

See Excel file attached

2. Social Worker – Maria Fortune Satparam

1.3. List of task

FDP follow up	FDP Pulong	Link with DSWD	Referral booklet	Networking	Admin
12 effective FDP visits per week	1 FDS and 3 Pulong per month	Draw a list of requirement asked by the DSWD for registration and ensure they are all met	Conduct monthly meeting with the team in order to identify new partner and needs for creating new partnership	Write case study each time it is necessary for referring a family to a partner	Ensure update of files no later than 2 weeks after the last visit
13 families Phased Out during the year (TR and WS are not counted)	Ensure regular updating of module and material of the Pulong listed in the annex	Coordinate schedule of Family Development Sessions with the DSWD	Monthly update the referral booklet accordingly	Visit at least once a year all the partners listed in the annex	Every 1 st and 3 rd Monday of the month, process all files to the Data Encoder
13 families enrolled in Heavy FDP during the year (TR and WS are not counted)		Attend to necessary meeting regarding any partnership with the DSWD	Ensure that all current partners are visited once a year to update services and deliver a version of the referral booklet		
Conduct a PO Survey for half of the families who have been PO during the previous year		Facilitate communication between Family Counselor and DSWD (questions about programs, list of families to be referred for 4P's, ...)	Ensure a yearly print out of the referral booklet in January		
Constant caseload of 13 families every month					

1.4. Annex

1.4.1. List of Pulong for which to ensure regular updating :

- Deworming
- Improving husband and wife relationship
- Domestic Violence

1.4.2. List of partner to visit at least once a year

Canossa Health and Social Center Foundation, Inc	Momy and Me
Center for Family Ministry (CFAM)	Onesimo
Charity First	Private Clinic Alcaraz
Children's Mission	Private Hospital Mary Johnson
Dr. Jose Fabella Memorial Hospital	Project Pearl
DSWD District 1	Resources for the Blind
DSWD District 3	San Lazaro (Manila)
DSWD District 5	San Nicholas Health Center
End Child Prostitution & Child Pornography & Trafficking of Children for Sexual Purposes (ECPAT)	School Armado V. Hernandez
GAT Andres	School Paez
GMA Kapuso	Stairways
Haven for Women	Tondo Evangelical Church / UCCP Tondo
International Justice Mission	Tondo Foreshore Health Center
Jose Reyes (Manila)	University of Santo Tomas (UST) Maximum Assistance for Life Ward (Malward)
Justice Jose Abad Santos Mother and Child Hospital	Vitas Health Center
Kisahang Buhay Foundation	Women's Crisis Center
Mithing Pangarap Educational Foundation	Youth With a Mission
Acay School of life Program (SOL)	Fugoso Health Center & Lying-in
Adonay Heaven	Manila Disaster Risk Reduction Office
Arenas Medical Clinic	Puso sa Puso Edukasyon, Inc
Child Hope Philippines	Red Cross Manila
Easy Access Laboaraty Center	RIT/Japan Anti-Tuberculosis Association Inc.
	TESDA Manila District Office

1.4.3. Example of potential monthly schedule

See Excel file attached

3. Socio-Economic Counselor – Susana Perananda

3.1. List of task

FBS follow up	FBS Pulong	OPA	Networking	Admin
22 effective FBs visit per week	1 FDS and 2 Pulong per month	No OPA	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 days after the last visit
Constant caseload of 45 families	Ensure regular updating of module and material of the Pulong listed in the annex	n/a	Communicate update of partners to the social worker of ENFANCE	After updating, process files to the Data Encoder
60 families Phased Out in 6 month (TR and WS are not counted)				
Ensure regular update of training use in FBS home-base visit				

3.2. Annex

3.2.1. List of Pulong for which to ensure regular updating :

- Parenting 1 & 2
- Pre/Post Natal
- Disaster Preparedness

3.2.2. List of partner to visit at least once a year

4 Points for People
Barangay 105
Escoula De Guioa
Little Jerusalem
San Pablo Apostol Parish Church
Villegas High School

3.2.3. Example of potential monthly schedule

See Excel file attached

4. Socio-Economic Counselor – New

4.1. List of task

FBS follow up	FBS Pulong	OPA	Networking	Admin
22 effective FBs visit per week	1 FDS and 2 Pulong per month	No OPA	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 days after the last visit
Constant caseload of 45 families	Ensure regular updating of module and material of the Pulong listed in the annex	Ensure monitoring of OPA	Communicate update of partners to the social worker of ENFANCE	After updating, process files to the Data Encoder
60 families Phased Out in 6 month (TR and WS are not counted)				
Ensure regular update of training use in FBS home-base visit				

4.2. Annex

4.2.1. List of Pulong for which to ensure regular updating :

- Family Planning
- Immunization
- Household budgeting and savings

4.2.2. List of partner to visit at least once a year

Alay ng Puso (Missionary of Charity)
Hope Worldwide Philippines
Save the Children
SPECS Foundation Inc.
Women's Health Care
Youth At Venture

4.2.3. Example of potential monthly schedule

See Excel file attached

5. Light FDP Family Counsellor – Lydia Maluenda

5.1. List of task

Light FDP follow up	FBS Pulong	Networking	Admin
16 effective light FDP visit per week 4 effective HFDP visit per week	1 FDS and 2 Pulong per month	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 weeks after the last visit
Constant caseload of 38 LFDP families, constant case load of 5 HFDP per month	Ensure regular updating of module and material of the Pulong listed in the annex	Communicate update of partners to the social worker of ENFANCE	Every 1 st and 3 rd Monday of the month, process all files to the Data Encoder
76 families for LFDP Phased Out during the year, 5 families for HFDP phased-out in a year (TR and WS are not counted)			
76 LFDP families Phased out during the year, 5 families enrolled in HFDP (TR and WS are not counted)			
4 OPAs conducted per week of 4 hour each week			

5.2. Annex

5.2.1. List of Pulong for which to ensure regular updating :

- Dengue / Leptospirosis
- Tuberculosis / Pneumonia

5.2.2. List of partner to visit at least once a year

Barangay 649
Likhaan (Del Pan)
Lingap Pankabataan
Virlanie
World Mission Community

5.2.3. Example of potential monthly schedule

See Excel file attached

6. Light FDP Family Counsellor – Sheila Mendoza

6.1. List of task

Light FDP follow up	FDP Pulong	Networking	Admin
18 effective light FDP visit per week 6 effective HFDP visit per week	1 FDS and 2 Pulong per month	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 weeks after the last visit
Constant caseload of 40 LFDP families, constant case load of 7 HFDP per month	Ensure regular updating of module and material of the Pulong listed in the annex	Communicate update of partners to the social worker of ENFANCE	Every 1 st and 3 rd Monday of the month, process all files to the Data Encoder
80 families for LFDP Phased Out during the year, 7 families for HFDP phased-out in a year (TR and WS are not counted)			
80 LFDP families Phased out during the year, 7 families enrolled in HFDP (TR and WS are not counted)			

6.2. Annex

6.2.1. List of Pulong for which to ensure regular updating :

- Dental
- Breastfeeding
- First Aid

6.2.2. List of partner to visit at least once a year

Baseco Health Center
Corazon Aquino Health Center
School Benigno Aquino
World Vision, Manila Urban Development Program

6.2.3. Example of potential monthly schedule

See Excel file attached

7. Psychosocial Counselor – Melchor Amante

7.1. List of task

Light FDP follow up	FDP Pulong	Networking	Admin
13 effective Heavy FDP visit per week 9 effective LFDP visit per week	1 FDS and 2 Pulong per month	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 weeks after the last visit
Constant caseload of 14 HFDP families, 10 LFDP families	Ensure regular updating of module and material of the Pulong listed in the annex	Communicate update of partners to the social worker of ENFANCE	Every 1 st and 3 rd Monday of the month, process all files to the Data Encoder
14 families Phased Out during the year, 20 families for LFDP phased during the year (TR and WS are not counted)			
14 families enrolled in Heavy FDP during the year 20 families LFDP enrolled in during the year (TR and WS are not counted)			

7.2. Annex

7.2.1. List of Pulong for which to ensure regular updating :

- Child Sexual Abuse
- Malnutrition/Nutrition

7.2.2. List of partner to visit at least once a year

Alay ng Puso (Missionary of Charity)
Barangay 275
Child Protection Unit - Philippine General Hospital (CPU-PGH)
Educational Research and Development Assistance Foundation, Inc. (ERDA)
Kabalikat / UPA
Philippine Christian Foundation Inc.
Sandiwan
Tulay ng Kabataan (TNK)
Young Focus

7.2.3. Example of potential monthly schedule

See Excel file attached

8. Psychosocial Counselor – Efel Matorre

8.1. List of task

Light FDP follow up	FBS Pulong	Networking	Admin
12 effective Heavy FDP visit per week 9 effective LFDP visit per week	1 FDS and 2 Pulong per month	Visit at least once a year all the partners listed in the annex	Ensure update of files no later than 2 weeks after the last visit
Constant caseload of 13 HFDP families, 10 LFDP families	Ensure regular updating of module and material of the Pulong listed in the annex	Communicate update of partners to the social worker of ENFANCE	Every 1 st and 3 rd Monday of the month, process all files to the Data Encoder
13 families Phased Out during the year, 20 families for LFDP phased during the year (TR and WS are not counted)			
13 families enrolled in Heavy FDP during the year 20 families LFDP enrolled in during the year (TR and WS are not counted)			
2 OPA per week			

8.2. Annex

8.2.1. List of Pulong for which to ensure regular updating :

- Birth Certificate
- Common Diseases
- Addiction for Youth

8.2.2. List of partner to visit at least once a year

Barangay 101
Manila Business College
Private Clinic Dr Kho
San Martin de Porres
Smokey Mountain lying-in Clinic
Vicente Lim
World Family Good People (Tondo Clinic)

8.2.3. Example of potential monthly schedule

See Excel file attached