



## Community Worker Job Description - Ghana

**Location:** Accra, Ghana – My 2<sup>nd</sup> Chance Resource Centre – North Kaneshie

**Hours:** Monday through Friday, 8.30 AM to 5:00 PM, flexible to accommodate occasional evening or weekend needs. Willing to consider part-time (Flexible on days except for Wednesday)

### About Our Company:

At My 2<sup>nd</sup> Chance, we believe in fostering an inclusive, supportive, and innovative environment where everyone can thrive. We're proud to offer a workplace that values collaboration, creativity, and growth. Our Community Worker is vital to our success. Join a company that values your skills and prioritises your well-being and professional development. Ensuring that everyone deserves a 2<sup>nd</sup> Chance.

### Job Description:

We seek a dedicated and passionate Community Worker tasked with building trust, fostering relationships, and delivering impactful services in seeking and recruiting members of the Ghanaian community as beneficiaries of our various programmes and activities.

You will be the bridge between our organisation and the local communities we serve, ensuring that our initiatives are accessed by the right individuals who in return will receive a responsive, inclusive and transformative service from My 2nd Chance Ghana.

You will run a weekly drop-in programme where individuals can come and receive gift in kind and necessary supplies from food, clothing and mentorship.

### Job Responsibilities and Tasks:

- Build and maintain relationship with community members and provide support and guidance as directed by management.
- Collaborate with management and other team members to deliver programmes and services.





- Provide information and referrals to community members about available resources and services.
- Maintain accurate records and reports on community engagement and programme participation.
- Participate in community events and activities to promote the organisation's work.
- Be prepared to perform any other duty assigned towards the community outreach goals of the organisation.

### Skills and Qualifications:

- Minimum educational qualification – Diploma or degree in Social Work, Community Development, or related field.
- Must have strong written and verbal communication skills in English.
- Strong communication and interpersonal skills.
- Ability to build trust and rapport with community members.
- Christian principles and beliefs a necessity

### Added Advantages

- Ability to speak Ga and any other Ghanaian language is an added advantage.
- Organisational and time management skills.
- Ability to work independently and as part of a team.
- Experience working with community groups or vulnerable populations.
- Knowledge of community resources and services.

**Salary:** GHS23,040– GHS42,000 annually, including monthly data allowance based on experience and qualifications.

### Company Benefits:

- Paid monthly data allowance
- Opportunities for career advancement in a growing, dynamic organisation.
- A mission-driven work environment.
- Opportunities for professional growth and training.
- Flexible working arrangements.
- The chance to make a real difference in people's lives.

### How to Apply

If you are passionate about making a real difference and being part of a team that restores hope and dignity, please submit your resume and cover letter to:  
**office@my2ndchanceghana.org or call +233 30 225 7965 for further information.**

