



Orphan Care Administrator

Responsible to: Village Administrator

I. General Duties and Responsibilities

- a. Appointed and trained by the Home Office
- b. Supervises the child care operations
- c. Oversees all schedules and activities of the Orphan Care Program
- d. Interfaces with government agencies on issues pertaining to the children

II. Communication and Reporting Responsibilities

- a. Prepares and submits to the Village Administrator the Orphan Care Administrator and Child sponsor reports as instructed
- b. Prepares the Cottage evaluations quarterly report, Oversees the maintenance of the Child's Books quarterly report, and the Rafiki Prayer Group Update for the village administrator
- c. Acts as liaison between the Orphan Care Program and the Home Office; all communication concerning the Orphan Care Program comes through the program administrator
- d. Notifies the Village administrator of any concerns about children's health, safety, or wellbeing.

III. Budget and Financial Responsibilities

- a. Handles all financial duties related to the Orphan Care Program
- b. Document all expenditures for the Village Financial Manager

IV. Personnel and Staffing Responsibilities

- a. Recommends to the Village Administrator personnel that need to be hired and terminated in the Orphan Care Program
- b. Prepares and conducts annual employee evaluations on national employees
- c. Conducts initial job orientation for all Orphan Care Program national staff
- d. Provides orientation to the Orphan Care Program for MiniMissionaries and volunteers

V. Orphan Care Operations Responsibilities

- a. Interviews mother/parent candidates as per the Orphan Care Program manual



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- and makes final recommendations to the Village Administrator for hiring
- b. Provides the initial orientation of mothers/parents
 - c. Trains the mothers/parents weekly in accordance with the Orphan Care Program Manual
 - d. Conducts initial training of mothers' assistants; provides semi-annual training review for mothers' assistants
 - e. Coordinates aftercare process for children leaving the program
 - f. Inspects all cottages on a monthly basis
 - g. Identifies children with special talent for further development and communicates to the volunteer coordinator the needed lessons for development of that skill
 - h. Researches post-high school opportunities for resident children. Coordinates and establishes plan for transition to independent living.
 - i. Conducts parent's training and Bible study weekly

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