

MANAGE COMMUNITY RESOURCES

UNIT CODE: COD/OS/SW/CR/01/6/A

UNIT DESCRIPTION:

This unit describes the competencies required to manage community resources. It entails assessing community resources, identifying resource gaps, monitoring community resources, evaluating community resource utilization, providing feedback and documenting community resource management.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make the workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performances each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Assess Community Resources	1.1 Community needs are identified as per the SOPs 1.2 Assessment tools are developed as per the SOPs 1.3 Data collection methods are devised as per the organization policy 1.4 Community needs, and resource register is created as per SOPs
2. Identify resource gaps	2.1 Available resources are matched to community needs as per the organisation policy. 2.2 Adequacy of the resources in meeting the community needs is analysed as per the organisation policy 2.3 Shortcomings of the resources in meeting the needs is established as per the organisation policy. 2.4 Capacity gaps of the resources is addressed as per the organisation policy 2.5 Community resources are mobilised to address the identified community gaps as per organisation policy
3. Monitor community resource	3.1 A community resources committee is established as per SOPs 3.2 Capacity building is carried out as per SOPs.

ELEMENT These describe the key outcomes which make the workplace function	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performances each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
	3.3 Develop a work plan is developed as per organisational policy. 3.4 Work plan is implemented as per organisation policy. 3.5 A reporting mechanism to the community is established as per organisation policy.
4. Evaluate community resource utilization	4.1 Evaluation schedule is established as per organisation policy. 4.2 Evaluators are identified as per organisation policy 4.3 Evaluation tools and methodology are developed as per SOPs. 4.4 Evaluation meeting is conducted as per organisation policy 4.5 Evaluation report is prepared as per organisation policy. 4.6 Feedback is provided as per organisation policy.
5. Follow up on recommended action	5.1 An action plan is developed as per SOPs 5.2 Action plan is implemented as per organisation policy.
6. Document community resource management.	6.1 Identification plan is developed as per SOPs. 6.2 Best practices are identified as per SOPs. 6.3 The best practises are documented as per organisation policy. 6.4 The best practises are shared as per organisation policy.

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Action plan may include but not limited to:	<ul style="list-style-type: none"> • What • Where

Variable	Range
	<ul style="list-style-type: none"> • When • Who • How
2. Evaluation tools may include but not limited to:	<ul style="list-style-type: none"> • Questionnaire
3. Methodology may include but not limited to:	<ul style="list-style-type: none"> • Focused group discussion • Key informant interviews • Observation • Individual assignments

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Presentation
- Interpersonal relation
- Boundary setting
- Facilitation
- Training
- Planning and prioritization
- Empathy
- Self-awareness
- Report writing
- Critical thinking
- Persuasion
- Team work
- People management
- Coordination
- Organizational
- Decision making
- Emotional intelligence
- Basic counselling
- Attending

Required knowledge

The individual needs to demonstrate knowledge of:

- Social welfare policies
- Human behaviour and social environment

- Social work practices and interventions
- Social research
- Legal aspects in child welfare
- Human growth and development
- Child welfare programmes
- Nutrition and food supply
- Basic counselling and psychology
- Rehabilitation programs
- Statistics
- Economics
- Basic accounting
- Digital literacy

EVIDENCE GUIDE

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Assessed community resources 1.2 Identified resource gaps 1.3 Monitored community resources 1.4 Evaluated community resource utilization 1.5 Created community needs and resource register. 1.6 Mobilised community resources. 1.7 Established community resources committee. 1.8 Carried out capacity building. 1.9 Developed a work plan 1.10 Created an evaluation schedule 1.11 Identified best practices
2. Resource implications	<ul style="list-style-type: none"> 2.1 A functional office 2.2 A fully equipped simulated operations training office 2.3 Stationery
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Verbal questioning 3.2 Project 3.3 Observation 3.4 Third party report 3.5 Interview 3.6 Written test
4. Context of Assessment	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment

5. Guidance information for assessment	This unit may be assessed on an integrated basis with others within this occupational sector
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