

# DEPARTMENT OF SOCIAL WELFARE & COMMUNITY DEVELOPMENT

Our ref: DSW&CD/KK/SS/001

Your ref: \_\_\_\_\_

Tel: \_\_\_\_\_



REPUBLIC OF GHANA

Asunafo South District Ass.  
P. o. Box 2  
kukuom – Ahafo

03/01/2022

## **LIST OF SOCIAL SERVICES DELIVERY BY THE DEPARTMENT OF SOCIAL WELFARE & COMMUNITY DEVELOPMENT**

### **Assist and Facilitate Provision of Community Care Services Including:**

- Registration of Persons with Disabilities
- Personal social welfare services
- Hospital welfare services
- Socio-economic and emotional stability in families
- *Integrated social services*

### **Support Families and Individuals in the Handling of:**

- Non - Child Maintenance cases
- Child Abuse
- Custody
- Paternity
- Family Reconciliation
- Case Management

### **JUSTICE ADMINISTRATION**

- Provide probation services to juveniles and families
- Write Social Enquiry Report
- Partake in Family tribunal sittings
- Conduct social investigation and home study reports to the courts and regional office
- Liaise with police, hospitals and prepare social investigation and/or home study

## **CHILD AND FAMILY WELFARE**

### **General case work management including;**

- Support to families and individuals in non-child maintenance cases, child abuse, custody, paternity and family reconciliation;
- Provide alternative care for children without parental care
- Supervise, monitor and facilitate the registration of Day Care Centers
- Prepare and submit social enquiry reports.

### **Specific Responsibilities Related to the Department**

- Facilitate the implementation of the Livelihood Empowerment Against Poverty (LEAP) activities
- Assist in registering and renewing NHIS for indigents and other vulnerable groups
- Mediation in cases of children in Worst Forms of Child Labour
- Provide alternative care for children without parental care such as foster care and adoption
- Identify, register and keep update data on Persons with Disabilities
- Facilitate livelihood empowerment programmes for PWDs
- Family tracing and reintegration of discharged child offenders and discharged psychiatry/mental related patients
- Submit Social investigation and Home Study Reports in favour of Orphans and Vulnerable children (OVCs) to Regional Director of Social Welfare for placement on adoption or fostering

**FOR ANY OF THE LISTED SERVICES, KINDLY CONTACT  
THE DEPARTMENT OF SOCIAL WELFARE AND  
COMMUNITY DEVELOPMENT – KUKUOM  
@ ROOM 7 OR ON OUR  
HOTLINE**

**0593730881**

**FOR LEAP RELATED ISSUES CONTACT THIS  
HOTLINE**

***Prepared & submitted by  
Lovelace Eyram Kpogo  
(HOD-SW&CD)***