

CURRICULUM VITAE

DICKSON KELVIN MUTWIRI

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PERSONAL SUMMARY

I am passionate about making a positive and lasting difference in the lives of people in the community through individual and collective action to common problems. Therefore, I seek a challenging professionally rewarding role in a value & Faith-based organisation that pursues a social work & community developmental approach and that enables personal and professional learning and development, has a good work ethic and values loyalty, team work, flexibility, adaptability, creativity, innovativeness and pro-activeness

CORE SKILLS AND COMPETENCIES

- Communication Skills: I am an excellent communicator who effectively conveys information both verbally and in writing. I am also a keen listener and gives prompt feedback
- Team Player: Works as a competent member of the team, willingly providing back-up support for co-worker's when appropriate and actively supporting group goals
- Organization and Planning: A highly organized individual who approaches all their work in a methodical and professional manner
- Time Management: I prioritize work based on importance and urgency and manage time effectively
- Flexible and Adaptable: Capacity to fit into most environments. I remain calm under pressure. I can drive and adapt well to changes in the work place
- Computer Skills: Proficient in MS Office (Word, Excel, PowerPoint, Access, Outlook).
- Experience of active participation, representation and engagement in coordination mechanisms both at country and sub county level & with partners and service providers
- Strong professional ethics in maintaining confidentiality, integrity and a strong ability to handle sensitive matters
- Multi-site and remote support provision with a willingness and ability to work and travel to potentially difficult and insecure environments
- Strong leadership, communication, analytical, negotiation, capacity building, change and conflict management skills

ACADEMIC BACKGROUND

Diploma in Social Work AND Community Development, Nairobi Aviation (2015)

Certificate in Technical Education, Nairobi Aviation (2014)

Certificate in Occupational First Aid, St Johns Ambulance (2013)

Kenya Certificate of Secondary Education, KCSE, Kiamaogo High School

WORK EXPERIENCE

Driver	Apocan investments	2021 to 2024
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- Delivered goods to customers in an efficient and timely manner.
- Maintained a clean and safe delivery vehicle at all times.
- Verified accuracy of all deliveries and paper work.
- provided exceptional customer service to all clients.
- Adhered to all road safety.

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Driver	Kellan investment	2018 to 2020
<ul style="list-style-type: none"> ▪ Delivered goods to customers in an efficient and timely manner. ▪ Maintained a clean and safe delivery vehicle at all times. ▪ Verified accuracy of all deliveries and paper work. ▪ provided exceptional customer service to all clients. ▪ Adhered to all road safety. 		
Social Worker Intern	Little sisters of Old People	January 2018– May 2018
<ul style="list-style-type: none"> ▪ Facilitating enrolment of the new beneficiaries (elderly and Sick) and individual case and data management ▪ Monitoring and evaluating beneficiaries progress and reporting on school work, life skills and welfare ▪ Developing and implementing exit strategies and plans for beneficiaries who have recovered. ▪ Facilitating external referrals, scheduling appointments and doing follow ups. ▪ Planning and conducting home visits, reporting, drawing action plans and following through on them ▪ Maintaining beneficiary records from assessment to separation stage ▪ Creating awareness and sensitization of host communities & households ▪ Assisting in the assessment of the impact of the project and make recommendations for follow up actions 		
Social Worker	Havilah Children Home	March 2015 – December 2015
<ul style="list-style-type: none"> ▪ Coordinating beneficiary selection, enrolment, rehabilitation, empowerment & reintegration into their families & communities ▪ Conducting community outreach programs and community mobilisation while promoting and ensuring community participation and inclusion in relevant community development structures and forums ▪ Facilitating the setting up village savings & loans associations (VSLAs) & income generating activities (IGAs), monitoring their progress and submitting quarterly progress reports ▪ Facilitating referrals to ensure human rights are met that they have received basic services e.g. health, education, legal assistance, protection, financial inclusion etc. ▪ Disbursing cash transfers to targeted beneficiaries to improve their access to basic needs and to improve their livelihoods as well as their financial literacy and inclusion ▪ Building community capacity through training and mentorship through on the job home based & classroom trainings and workshops in business, finance, entrepreneurship, health, nutrition, human rights, law etc. ▪ Advocating for human rights of vulnerable households and communities in urban informal settlements at sub county and county levels ▪ Supervising a team of 5 while collaborating with community gatekeepers to ensure effective and efficient and quality project implementation and accountability 		

CURRICULUM VITAE

- Compiling, reviewing & submitting reports, budgets, learning materials, lessons learned & case studies
- Developing and reviewing project proposals and budgets for resource mobilisation
- Developed protection policy and staff code of conduct in use by the organisation and ensured that all complied with

Medical Social Worker volunteer Kenyatta National Hospital

April 2016 – Aug 2016

- Assisting in processing waivers for patients who are unable to pay hospital bills
- Assisting in feeding and dressing patients as well as enabling them on their locomotion
- Family-patient repatriation
- Referring abandoned babies to Children Officers at County level
- Conducting household visits to follow up on most vulnerable cases i.e. victims of gender based violence, children, elderly, HIV/AIDS patients, disabled & other needy cases
- Liaising with the Police Department on gender based violence & other cases requiring their support and input
- Providing psych-social support, guidance and counselling
- Organizing relevant community support groups and meetings
- Attending internal and external meetings a taking minutes

Research Assistant

Concern Worldwide

August – December 2015

- Collecting health & nutrition project data using Open Data Kit (ODK) on maternal, new born child health & post pregnancy practices in Mukuru Kwa Njenga & Korogocho slums in Nairobi County
- Observing research ethics e.g. ensuring respondents understand the purpose of the research and that they willingly agree to participate in the research, confidentiality, data accuracy etc.

VOLUNTEER EXPERIENCES

- Volunteering in **Youth Rise Project**) as an assistant responsible for collecting and analysing project data and submitting reports. The project champions sporting activities for youth and children in Mwiki as a mechanism to reduce and eventually eliminate social crimes and injustices.
- Building for support groups for **mothers/parents to children with disabilities**. This is a support group that addresses challenges faced by parents of children with disabilities through economic empowerment, creating a social support network, linking them to available opportunities i.e. NCPD to assist in crutches, medical facilities to offer physiotherapy for the kids and medical support at a subsidized price/free

PROFESSIONAL TRAININGS, WORKSHOPS AND COURSES

- PENTANNS DRIVING SCHOOL

LANGUAGES

English (C2)

Kiswahili (C2)

REFERENCES

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