

# Nivethana Lazarus

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## Objective

I am an efficient Social Work professional who has been consistently praised as results-oriented by my co-workers and management. Throughout my 10-year career, I have developed a skill set directly relevant to, casework, case management, psychological counseling, reintegration service delivery, and collaborating with human service providers to obtain the best outcome for each individual. I can counsel and support the community for well-being. Experience in implementing and monitoring program activities, working towards deadlines, keeping track of schedules, facilitating meetings, and organizing documents, data gathering and analyzing, reporting with follow-up and updates. Possess high attention to detail, accuracy, and time efficiency by implementing creative solutions to help with the programming.

## Skills

- Strong communication skills
- Case assessment
- Problem solving
- Time management
- Problem solving
- Active listening
- Emotional intelligence
- Research
- Counseling
- Teamwork
- Empath

## Experience

### **Project Coordinator - United Nations Migration Agency (International Organization for Migration) / Colombo, Sri Lanka**

Dec 2011 - Dec 2021

- Counseled and supported holistic and client-centered reintegration activities in the domain of Social, Economic and Psychosocial support which included assessment, screening, counseling support, short- and long-term goal setting, case conferencing whilst carrying out necessary follow-ups and referrals.
- Assisted with the business counseling support, Psychosocial support, and filling individual return plans of AVRRC clients in developing profitable business plans based on requests made by the host country IOM offices and clients.
- Performed duties as a focal person in the Assisted Voluntary Return and Reintegration Case Management System in Sri Lanka by updating data of arriving migrants and analyzing the data
- Connected clients with various local resources and have facilitated appropriate referrals to support services as required.
- Gathered both qualitative and quantitative data for organizational research activities.
- Carried out pre-inspection visits prior to the reintegration assistance and followed payment procedures, undertook field visits to each returnee to implement project activities, and conducted periodical monitoring and evaluation reports.
- Organized Business Development Training and other related Programs and facilitated clients 'participation in the training
- Assist in the preparation of concept notes, agreements, and other relevant documents for community projects in selected locations while gathering information and maintaining the relevant database for community projects through coordination with the field staff
- Monitor the progress of community project activities and regularize them to achieve the objectives for donor reporting.
- Experienced in participating in training required by the organization and performance appraisals.

## **Field Officer/Intern – CARITAS Sri Lanka / Kandy Sri Lanka**

Jun 2010 - Aug 2011

- Assisted in preparing information and research materials; created and maintained PowerPoint presentations.
- Worked in Livelihood Development, Social justice and Sustainable peace, Disaster Management, and Psychosocial Development Projects
- Maintained friendly, open, and professional communications with local counterparts, beneficiaries, other agencies, and organizations, as well as local
- Worked with clients and families to create a list of achievable goals
- Assisted in setting up regular meetings with families and clients
- Proactively participated in meetings and helped create new practices.

## **Intern – World University Services of Canada / Colombo, Sri Lanka**

2007– 2009

- Assisted in the preparation, Translation, and dissemination of Program Unit Documents, tools, and finalized training materials with the editing
- Maintained an up-to-date general filing system for Project Unit
- Maintained and monitored project resource materials and publications
- Prepared program meeting minutes with the guidance of the Deputy Field Director and Deputy Director of Program
- Assisted in processing project advance settlements and checking the final settlements

## **Education**

- **Post Graduate Diploma in Addiction and Mental Health**  
Fanshawe College, Toronto, Canada  
September 2022 - Present
- **Post Graduate Diploma in Project Management**  
Conestoga college, Kitchener, Canada  
January 2022 – August 2022
- **Masters in Sociology**  
University of Colombo, Colombo, Sri Lanka  
Dec 2018 – Dec 2019
- **Bachelor of Social Work**  
National Institute of Social Development / School of Social Work, Colombo, Sri Lanka  
Jan 2006 - Dec 2010

## **Certification**

- **Life saver 101 First Aid and CPR**  
Pulse Savers – First and CPR training