

SOCIAL WELFARE ADMINISTRATION

K. SHEIK FAREETH

MSW., (NET)., M.Phil., MBA., (SET)., (M.Sc.-Psy)., Ph.D

Assistant Professor in Social Work
Jamal Mohamed College (Autonomous)
Tiruchirappalli.

INTRODUCTION

- In every profession, professional skills and competence are applied to achieve certain results.
- In the fields of education, medicine, law and industry, management and administration plays a very important role in rendering effective services.
- A physician or a surgeon in charge of a hospital, an educationalist in charge of a school or a college needs certain sets of people and administrative practices to help him in administration of medical or educational programmes.
- Similarly, every social welfare agency creates a machinery to promote social welfare to organize philanthropic assistance to the destitute, treatment of the maladjusted and providing preventive services

WELFARE

Welfare refers to a broad discourse which may hold certain implications regarding the provision of a minimal level of wellbeing and social support for all citizens without the stigma of charity.

Social Welfare services refer to those services which are designed for those weaker and vulnerable sections of community, who, due to some handicap-social, economics, physical, mental etc. are unable to make use of or are traditionally denied the use of these services.

ADMINISTRATION

The word 'administration' has been derived from the Latin word 'ad+ministrate' which means 'to care for or to look after people, 'to manage affairs,

It is a process of direction over sites co-operation and stimulation in an agency designed to carry some agreed purpose with economy.

MEANING

SOCIAL WELFARE ADMINISTRATION

Social work administration is a process by which we apply professional competence to achieve certain goals. It is also called a process of transforming social policy into social action.

The social welfare administration we mean that process which is used in the organization and the administration of public and private services. It includes those activities which are undertaken with regard to an individual group and community.

DEFINITION

JOHN.C.KINDNEIGH define social welfare administration is process of transferring the social policy into social service and the uses of experience evaluating and modifying the policy.

PURPOSE OF SOCIAL WORK ADMINISTRATION

1. Getting facts related to the agency objectives and programmes.
2. Analyzing the available related facts and making guesses about the future.
3. Identifying and selecting for action one of several alternatives available to the social welfare agency.
4. Making plans for effectively carrying out the objectives of the agency.
5. Recruiting, Selecting Appointing, Inducting, Training, Supervising staff essential to the enterprise
6. Identifying volunteers arranging their orientation and assigning the task
7. Arranging the division of work in each unit for execution.
8. Collecting, recording and analyzing the relevant facts.
9. Laying down and following financial policies.
10. Laying down standard of work in an agency and mechanism of their enforcement.
11. Establishing sound communication and supervision system and maintaining effective community relation.
12. Evolving mechanism of co-ordination within an agency and other agencies.
13. Arranging a system of monitoring and evaluation of agencies work.

PRINCIPLES

1. The objective and function of social work agency should clearly defined
2. Its program should be based upon actual needs it should be limited to its scope
3. It should be related to social work needs, personnel and resources of the
4. It should have a clear out distinction between policy making and using of commands.
5. The work of agency should be based on desire to serve human beings.
6. All those who are contacted with agency in any capacity should develop a attitude and methods of work which will build sound social relation.
7. The agency should operate on the basic of an annual budget.
8. It should maintain its records in an accurate and but simple manner to easily accessible when needed.
9. Its clerical and maintenance services of facilities should also be adequate in quantity and quality.
10. The agency should put itself to the test of self appraisal at appropriate intervals.

Thank You!!!!!!!!!!!!