

Family Services Social Auxiliary Worker

The family services social auxiliary worker will assist with the implementation of family strengthening services in Walmer Township, Port Elizabeth. The Umhlali Project is an early crime and violence prevention project based in Walmer Township. The SAW reports to the Local Project Coordinator.

The successful candidate will be appointed in December 2016. Appointment is on a 3 year contract.

DUTIES AND RESPONSIBILITIES

1. Family service planning and implementation, which includes but is not limited to the following:
 - a. Parenting skills development workshops,
 - b. Support groups,
 - c. Homework clubs,
 - d. Children's clubs,
 - e. Holiday programmes,
 - f. Home visits,
 - g. Community outreach
 - h. Service implementation
2. Service monitoring and evaluation
 - a. Administration of intervention pre and post tests
 - b. Administration of client focus groups
3. Maintenance of accurate service statistics
 - a. Updating service statistics weekly
 - b. Submitting accurate service statistics to the Local Project Coordinator for the monthly report
4. Assisting the Local Project Coordinator with tasks as and when requested, such as but not limited to:
 - a. Attending stakeholder workshops and meetings
 - b. Purchasing supplies for the office and service
 - c. Assisting with CJCP events and workshops
 - d. Administrative support tasks.

REQUIREMENTS

1. Social auxiliary work qualification
2. Registered with the SACSSP
1. Minimum of two years' experience in family work
1. Familiar with all acts, regulations and policies applicable to family work
2. Excellent stakeholder and community relationship building skills
3. Excellent verbal and written skills in English and Xhosa
4. Able to work well with people from all walks of life
5. Able to work independently, solve problems and take responsibility
6. Must be based in Port Elizabeth in order to participate in interviews.

Please submit CV to regan@cjcp.org.za by the 31 August 2016. To learn more about the Umhlali project, please visit www.umhlali.org.