

Substance Abuse and School Safety Practitioner

The Substance Abuse and School Safety Practitioner (SASS) is responsible for the implementation of programmes and activities that focus on (i) hazardous alcohol consumption prevention and (ii) school safety. The primary focus of this post is hazardous alcohol consumption prevention. The Umhlali Project is an early crime and violence prevention project based in Walmer Township.

The successful candidate will be appointed in December 2016.

DUTIES AND RESPONSIBILITIES

1. Substance abuse programming:
 - a. Implement the WHO Audit tool training with stakeholders and service providers
 - b. Develop and implement a safe drinking campaign with the shebeens and taverns in Walmer township
 - c. Represent the project on relevant committees and forums relating to alcohol abuse
 - d. Provide prevention programming in the forms of talks, workshops and training on hazardous alcohol consumption
 - e. Develop and maintain feeder systems and links with other relevant service providers, such as government, municipality and NGOs
 - f. Develop and implement community engagement and awareness campaigns around hazardous alcohol consumption practices
2. School safety programming:
 - a. Train school staff on the NSSF
 - b. Assist the schools with implementing the NSSF
 - c. Having twice a month follow-up sessions with the schools on implementation of the NSSF
 - d. Conduct site visits to the schools to measure the progress of NSSF implementation at each school
 - e. Provide additional training and capacity development on related topics such as alternatives to corporal punishment
3. Service monitoring and evaluation:
 - a. Administration of intervention pre and post tests
 - b. Administration of client focus groups
4. Maintenance of accurate service statistics:
 - a. Updating service statistics weekly
 - b. Submitting accurate service statistics to the Local Project Coordinator for the monthly report
5. Other:
 - a. Assist the project supervisor with other tasks, as and when requested.

REQUIREMENTS

Non-Negotiable Requirements

1. A Grade 12 certificate
2. A tertiary qualification, such as a diploma or a degree (NQF 5 and up)
3. An unendorsed driver's license
4. Fully computer literate in the following:
 - a. MS Word
 - b. MS Excel
 - c. MS PowerPoint
 - d. Internet

- e. Outlook
- 5. Minimum of three years' experience in one or more of the following areas:
 - a. Substance use and abuse prevention
 - b. Community engagement
 - c. Training and capacity development
- 6. Strong administration skills
- 7. Strong time management skills
- 8. Able to manage multiple tasks at once
- 9. Excellent verbal and written skills in English and Xhosa
- 10. Be comfortable working in Walmer township on a daily basis
- 11. Able to work well with people from a variety of different groups (language, ethnicity, age, race and nationality)
- 12. Able to work independently, solve problems and take responsibility for own tasks
- 13. Able to deal with pressure
- 14. Able to work in an unconventional, fluid and changing work environment

The candidate must be based in Port Elizabeth in order to participate in interviews, if shortlisted. Please submit CV to laura@masifunde.org by the 31 August 2016. To learn more about the Umhlali project, please visit www.umhlali.org