

Donald Woods Foundation

Position: Auxiliary Social Worker

1. Key aspects of the position

Location:	Madwaleni Hospital, Elliotdale, Mbashe, E Cape
Programme:	Orphans and Vulnerable Children
Remuneration:	R60 – R80k p.a. (depending on experience / total cost to employer)
Job type:	1 - 2 year contract
Job reference:	DWF101
Application Status:	Closing date: 23 October 2008
Summary:	The Foundation is looking for a highly motivated auxiliary social worker with a passion for assisting and supporting orphans and vulnerable children and their caregivers in deep rural Eastern Cape.

2. Programme Background

- The Orphans and Vulnerable Children (OVC) programme is a joint project between the Department of Health (DOH) and the Department of Social Development (DOSD) supported by the Donald Woods Foundation.
- With a firm link to the Mbashe~Madwaleni HIV-Aids Treatment and Care programme, the OVC programme is goes beyond HIV to look at wider issues such as nutrition, abuse and other factors.
- The Donald Woods Foundation's programme in this area is to capacitate, support and enhance work through the government departments and to optimize effectiveness in the wider programme.
- The programme is centred at the HIV Clinic at Madwaleni Hospital and covers Xhora, Soga, Melitafa, Mqhele, Bomvana, Nkanya and Hobeni clinics (these clinics are marked on the map on www.DonaldWoodsFoundation.org under "Where we work"). The programme area also includes the communities around these eight clinics in the region between the Mbashe and Mncwasa Rivers.

3. Essential Requirements

- A proven track record of a minimum two years' experience in social work, working with a social worker who has experience
- Completed training as an auxiliary social worker
- Registered as social auxiliary worker with SACSSP
- Knowledge of community and available resources
- Good interpersonal, communication and counseling skills
- Strong isiXhosa and English
- Good experience of verbal and written reporting
- Has worked with children of all ages and in the context of the family
- Knowledge of legal processes with a focus on foster care grant applications
- Computer literacy, excellent word processing & electronic data recording skills
- Valid driver's license and willingness to travel remotely on poor quality dirt roads to outlying clinics and communities in the Xhora district of Mbashe

4. Role and Responsibilities

- Assessing and obtaining appropriate social assistance for each orphan and vulnerable child including child support, care dependency and foster care grant applications.
- Carrying out home visits for families who require psychosocial intervention.
- Complete required formal reporting for foster care grant applications through home visits
- Completing requisite paperwork for submission to the DOSD
- Following up all grant applications with both the DOSD and SASSA
- Assisting with training local community volunteers as OVC supporters
- Following up psychosocial referrals from OVC supporters
- Computer data capturing of psychosocial / social assistance elements of OVC programme
- Assisting generally with all psychosocial aspects relating to the care and support of orphans and vulnerable children in the Elliotdale ~ Xhora Mouth Area.

5. How to Apply

- Candidates wishing to apply should submit a letter (one page maximum) and a CV either by **email** to jobs@donaldwoods.org, or by **fax** to **086 683 7499**, quoting reference DWF101, no later than Thursday 23rd October 2008.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.