



**EASTERN CAPE
DEPARTMENT OF HEALTH**



Donald Woods
f o u n d a t i o n

Position: Senior Social Worker (OVC)

A. Key aspects of the position

Location:	Madwaleni Hospital, Xhora district, Mbashe, Eastern Cape
Programme:	Orphans & Vulnerable Children, Madwaleni HIV Programme
Remuneration:	level 8: R 145 920 per annum + benefits
Job reference:	DWF111
Application status:	Open
Summary:	The Foundation is looking for a highly motivated senior social worker with a passion for assisting and supporting orphans and vulnerable children and their care-givers in an under-developed rural region of the Eastern Cape.

B. 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 (DWF).
- With a firm link to the Madwaleni HIV Programme, the OVC Programme is goes beyond HIV to look at wider issues such as disability, social support, nutrition, abuse and other factors. The Madwaleni HIV Programme is an integrated Department of Health (DoH) programme, working through the HIV Directorate, alongside the Department of Social Development (DoSD), with the Donald Woods Foundation (DWF) as the primary funder.
- The Foundation's work 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 based at Madwaleni Hospital and covers Xhora, Soga, Melitafa, Mqhele, Bomvana, Nkanya and Hobeni clinics (see www.DonaldWoodsFoundation.org under "Where we work" to see the clinics marked on the map). The programme area also includes the communities around the 8 clinics in the region between the Mbashe – Mncwasa Rivers.

C. Essential Requirements

1. Qualified social worker with registration with relevant council
2. Demonstrable track record of a minimum of 3 years post qualification experience in providing effective social interventions and support for orphans and vulnerable children
3. Detailed knowledge and extensive experience of legal and social grant processes
4. Knowledge of rural communities and available resources
5. Experience with working with children of all ages and in the context of the family
6. Computer literacy, excellent word processing and record keeping skills.
7. Must speak English and isiXhosa
8. Valid driver's license as travel to OVC sites and to homes of children is essential

D. Role and Responsibilities

1. Assist the OVC co-ordinator with the implementation and daily operation of the social services component of the OVC programme at Madwaleni and seven of its feeder clinics;
2. Provide social services to OVC who form part of the programme at Madwaleni and 7 of its feeder clinics;
3. Liaise and work closely with social workers at the Department of Social Development and SASSA at Xhora to ensure the OVC caregivers are receiving their food parcels and child support, care dependency and foster care grants where applicable;
4. Provide ongoing in-service training to social auxiliary workers on social support services and grant processes;
5. Monitor number of social interventions and grants processed for the benefit of the OVC who form part of the programme;
6. Carry out home visits to OVC identified by OVC supporters as requiring further social intervention and support;
7. Train OVC supporters on carrying out effective psychosocial support home visits to OVC;
8. Assist in the development of appropriate tools to be used by OVC programme and specifically OVC supporters relating to social support.

E. How to Apply

- Applicants should submit a short letter (one page maximum) and a CV.
- This application should be submitted either by **email** to jobs@donaldwoods.org or by **fax** to **086 579 3310**, quoting reference DWF111.
- NB: To save on administration costs, only candidates progressing to interview stage will be contacted.

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