

**Post Name: Child and Youth Care Team Leader x4**

**District: Provincial Office – Kimberley**

**Service Point: Substance Abuse Treatment Centre**

**Reference: CYCTL/SATCENTRE/2018/12**

**Salary per Annum: R 138 378.00 – R 191 544.00 (Salary will be in accordance to with the Occupational Specific Dispensation Determination)**

**\*\*Applications must include Certificates of Service for recognition of previous work experience\*\***

**Job Purpose**

* **To render care and development life space work of a routine nature to Service Users at the Substance Abuse Treatment Centre.**

**Requirements and competencies**

* An appropriate NQF level 4 qualification in Child and Youth Care and a Grade 12 Certificate.
* A minimum of 7 years appropriate experience in Child and Youth Care after obtaining the required NQF 4 qualification.
* Experience in residential care and The rules and procedures of the Care Centre/Treatment Centre
* Must be knowledgeable on Developmental programmes;
* Possess knowledge of Clerical/ administrative procedures
* Communication Skills
* The ability to intervene and resolve conflict
* Problem-solving ,Planning and organizing skills

Personal attributes required :Understanding, Non-judgmental, Respectful , Unconditional caring Assertive Tolerant ; Committed ; Creative ; Professional ethics

**Major Job Functions**

* **Serve as team leader for Child and Youth Care Workers during a shift:**
* Oversee the admission and related activities of Service Users to the facility.
* Oversee the access of Service Users to medical services.
* Oversee the implementation of planned activities, developmental and therapeutic programmes
* Oversee basic life space work.
* **Undertake inspections during a shift and report on incidents and problems identified.**
* **Perform administrative work relevant to the job:**
* Oversee the completion of daily registers e.g. logbooks, medication registers, incident reports.
* Ensure that attendance registers are signed and kept up to date.
* Perform all the clerical functions required of the job.

**Inquiries: M Fani 053-8749100**

It is the Department’s intention to promote equity through the filling of posts, according to the set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required. **Applications must be submitted on form Z83**, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s licence [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). **No faxed or emailed applications will be considered.** **Failure to submit all the requested documents will result in the application not being considered**. **Correspondence will be limited to short listed candidates only.** If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to the security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probationary period of twelve (12) months, should such a need be identified. **The Department reserves the right not to make appointment(s) to the advertised post(s).**

**All applications, quoting the relevant reference number, must be directed to:**

**Postal Service: Hand delivery to Registry:**

**Registry Latlhi Mabilo Complex**

**Department of Social Development Barkley Road**

**Private Bag X5042 Homestead**

**Kimberley Kimberley**

**8300 8301**

**Attention: Ms.R. Leburu**

Publication Date: 16 February 2018

Closing date: 28 February 2018