

**Post Name: Child and Youth Care Worker Grade 1 x25**

**District: Provincial Office**

**Service Point: Substance Abuse Treatment Centre**

**Reference: CYCW/SATCENTRE/2018/13**

**Salary Range per Annum: R124 047.00 – R165 231.00 (Salary will be in accordance with OSD Determination)**

**Job Purpose**

To render care and developmental life space work of a routine nature to patients at the Substance Abuse Centre.

**Requirements and competencies**

* Appropriate recognized NQF Level 4 / Grade 12 or relevant qualification;
* Knowledge and skills required:
* Developmental programmes
* Clerical / administrative procedures;
* Knowledge of the rules and procedures of the care centre;
* Communication skills;
* Ability to intervene and resolve conflict;
* Problem-solving skills;
* Planning and organizing skills;
* Personal attributes:
* Understanding;
* Non-judgemental;
* Respectful, assertive and tolerant;
* Unconditional caring;
* Committed;
* Creative;
* Professional ethics, norms and standards;
* A valid drivers’Licence

**Major Job Functions**

* Receive Service Users to care facility after admission. This would include the following actions:
* Body searching where applicable;
* Observing physical and emotional state of the Service Users s and report irregularities/abuse and/or refer where applicable;
* Provide Service Users with basic needs, including clean clothes and linen;
* Allocate Service Users to dormitories/houses/units;
* Informing the Service Users of the rules and routine of the centre;
* Explain to the patient his/her rights and responsibility;
* Ensure that Service Users receive medical services:
* Accompany Service Users to medical officers;
* Facilitate the implementation of planned activities, developmental and therapeutic programmes:
* Observe, record and report occurrences emanating from the interventions;
* Engage in basic life space work to promote the development and care of the Service Users. This would entail, amongst others:
* Identify, allocate and participate in practical work to transfer skills through role modeling;
* Engage in and supervise the daily routines of patients e.g. bathing, dressing, feeding, bed-making, cleaning of rooms and studying;
* Perform administrative work relevant to the job:
* Complete daily registers, e.g. log books, medication registers, incident reports, etc;
* Perform all clerical functions required by the job.

**Enquiries: Ms. M Fani, Tel. (053) 874 9100** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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