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## **Social Auxiliary Worker 2 Year Fixed Term Contract Klipfontein / Mitchells Plain**

**The Desmond Tutu HIV Foundation (DTHF) is a registered non-profit organisation focused on the pursuit of excellence in research, treatment, training and prevention of HIV and related infections in Southern Africa.**

We have fantastic job opportunities across our businesses for talented people wanting to realize their full potential. Could that be you? If so, I invite you to explore the possibility of joining us to play your part in Desmond Tutu HIV-Foundations' exciting future.

### **Main Purpose**

Main purpose of this position is to provide social auxiliary work services to the young women and girls Programme.

### **Requirements:**

- Certificate/Diploma in Social Auxiliary Work
- Minimum 3 years social auxiliary work experience (including intake and case management)
- Valid registration with the South African Council for Social Service Professions
- Driver's License
- Knowledge of child protection policies and relevant legislation within the social services professions sector Social auxiliary work qualification
- Computer literate in MS Word, Excel, Outlook and PowerPoint
- Valid Police Clearance Certificate
- Fluency in English and Xhosa
- Good planning and organising skills
- Ability to work under pressure

### **Responsibilities:**

- Provide relevant intervention to youth as part of the young women and girls Programme.
- Work closely with the social worker and assist with all young women and girls Programme cases.
- Facilitate debriefing sessions for health educators and peer group trainers
- Assist with the smooth flow of cases, tracking and record keeping
- Work closely with peer group trainers and health educators following up on cases, doing home visits, counselling and referrals to internal and external resources
- Refer cases to other support services where appropriate (e.g. clinics, social worker, other CBOs /NGO's etc.).
- Develop and implement intervention plans for young women & girls Programme youth
- Conduct intake, home visits and develop regular process notes
- Write regular progress and process reports for all interventions.

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PASSION | INNOVATION | PROGRESS

Association incorporated under Section 21 registration no. 1999/005072/08 : NPO no. 148-956  
Public Benefit no. 18/11/12/51

Directors: Prof R Wood; Prof L-G Bekker;

Ms Z Ebrahim(Chair); Ms T Tutu-Gxashe; Mr P Grant; Ms M K Ndebele; Mr C Abrahams; Dr M Sienaert

[www.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)

- Open and manage case files

**Values fit: Passion Innovation Progress Integrity Respect Excellence**

To apply, quote Job reference, submit CV, motivation letter with certified copy of highest qualification and details of three (3) current contactable referees to: Attention HR Manager [Jobs@hiv-research.org.za](mailto:Jobs@hiv-research.org.za) by 29<sup>th</sup> November Job reference: #DTHF/C038. Incomplete applications will not be considered.

*NB: Only short-listed candidates will be contacted. We are committed to equity in our employment practices. It is our intention to appoint individuals with the aim of meeting our equity objectives. We reserve the right not to appoint if no suitable candidates are identified.*

I understand and accept that, by applying for this role, I authorise Desmond Tutu HIV Foundation in its capacity as employer, to access my personal information stored, and to utilise said information for recruitment purposes for this role.

*This job may be removed before it expires.*

*If you have not heard from us within two weeks after the closing date please consider your application as unsuccessful.*

*Desmond Tutu HIV Foundation is a child friendly organisation committed to the protection of children.*

**For more information about the organization please visit our website at [www.desmondutuhivfoundation.org.za](http://www.desmondutuhivfoundation.org.za)**