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

**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 work services to the Young Women and Girls (YWG) Programme.

**Requirements:**

- A tertiary qualification in a related field, e.g. Social Work
- A minimum of 3- 4 years in similar role involving case management and excellent administration ; at least 1 year in a supervisory capacity
- Valid registration with the SACSSP (South Africa Council for Social Service Profession)
- Valid Police Clearance Certificate
- Valid Driver's License
- Ability to deliver high quality client care / focus
- Fluency in English and Xhosa
- Excellent written communication; computer literacy – Word, Excel, Powerpoint
- Ability to lead and also work as part of a team
- Strong planning and organising skills
- Problem solving
- Attention to detail
- Networking
- Results focused
- Work standards

**The following will be advantageous:**

Knowledge of child protection policies and relevant legislation within the Social Services Professions' Sector

**Responsibilities:**

- Provide relevant intervention and support to youth who has been referred as part of the YWG Programme
- Supervise Social Auxiliary Workers
- Providing advice, guidance and support to the Social Auxiliary Workers and working closely with them to develop appropriate intervention programmes/plans

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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)

- Arrange regular debriefing sessions and meetings with Social Auxiliary Workers & YWG Supervisor
- Perform detailed administrative and social work duties with regards to children's court inquiries & child protection services
- Ensure that the basic needs of each child within the programme are assessed and addressed
- Develop a tracking system and filing system for cases and case files
- Provide support to KGIS Supervisor, Peer group trainers and Health educators where necessary
- Ensure smooth flow of all YWG cases
- Provide referrals to other support services where appropriate (e.g. clinics, specialists other CBOs/NGO's etc.)
- Conduct home visits
- Write regular progress and process reports for all interventions
- Open and manage case files
- Ensure that relevant registers are completed and other administrative duties

**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 2016 Job reference: #DTHF/C040. 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.desmondtutuhivfoundation.org.za](http://www.desmondtutuhivfoundation.org.za)**