



POSITION: Social Auxilliary Worker
LOCATION: UGU District
SUPERVISOR: Assistant Programme Manager
EMPLOYMENT TYPE: Fixed Term Contract
CONTRACT DURATION: (Till 31 March 2025)

Isibani Development Partners is a South African-registered NGO, launched in 2011 to become a leading local technical assistance provider, systems strengthening and grants manager for health and social service in Southern Africa. Isibani has been appointed by the National Department of Health to serve as one of the Sub-Recipients (SRs) for the GLOBAL FUND TB/HIV Program in King Cetshwayo (KZN) and Ekurhuleni (Gauteng) districts, from 01 April 2022 to 31 March 2025. Isibani seeks to appoint Social Auxilliary Workers to be based at sub-district level.

Job Overview:

The role of the sub-district social auxiliary worker is to provide social support services to TB patients in need. This includes provision of care, support, protection and development of people with TB, their families and communities affected by TB through relevant programs. This position requires a good understanding of the Department of Social Development legislative mandate, policies and programmes, the Batho Pele principles and knowledge of the social services network at district level.

Key Responsibilities Include:

Technical

- Develop a sub district work plan for with clear roles and timeframes
- Provide assistance and support to district social workers with the rendering of a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities.
- Assist social workers to attend to any other matters that could result in, or stem from social instability in any form.
- Perform administrative support functions in support of social workers as required of the job.
- Assess the TB clients' needs, situations, strengths, and support networks to determine goals and appropriate interventions.

- Ensuring that all client files, and other records, comply with policies, regulations, and procedures.
- Make recommendations on the best course of action for a client and/or family
- Monitor referrals to ensure that TB clients access services or support they have been referred to.
- Provide progress reports in sub district meetings
- Report daily or weekly to the district level SR supervisor, or as per organizations policies and procedure.
- Submit monthly activity reports as per workplan to the Isibani Assistant Program Manager and sub district TB/ HAST manager/coordinator.

Required Knowledge, Skills and Abilities:

- Excellent understanding of the Social Assistance Act, relevant policies and guidelines
- Sound knowledge of the Public Service Act and the Batho Pele Principles
- A basic understanding of the human behavior, relationship system and social systems.
- Basic knowledge of TB/HIV matters related to social auxiliary work
- Good analytical and problem-solving skills
- Good communication skills (both interpersonal and written)
- Good IT skills and understanding of existing information systems used in Social Services
- Flexibility and ability to adapt to changes
- Conflict resolution skills
- Good co-ordination skills
- Information and Knowledge Management (Keep precise records and compile accurate reports)

Qualification and Experience:

- Grade 12 (Matric) plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker.
- Current registration with the South African Council for Social Service Professions as a Social Auxiliary Worker
- At least 3 years' experience working as a Social Auxiliary Worker in the Public Sector
- Experience in administration and management of clients
- Valid driver's license

Suitable candidates to send applications to: Applications@isibani.org.za

Subject line: "(UGU) SAW 001"

Closing date: Wednesday, 16 August 2023

Kindly note only shortlisted candidates will be notified