

# **Social Worker/ Supervisor**

## **NPO - Epilepsy South Africa Mpumalanga and Limpopo Branch**

Our organisation is looking for the right person who is passionate about making a difference in the lives of people and communities living with epilepsy. The candidate must be able to communicate with target groups and stakeholders on all levels.

Fluent in English writing, reading and speaking, other languages will be a bonus. Must be Computer literate and driving license (Code 8)

The qualified and experienced candidate is to fill the position of Supervisor. The nature of the post is such that *they* will be required to work outside of the normal hours and respond to eventualities that may be outside the scope of one's usual role.

### **Some of the core competencies for this post include:**

- A self-driven individual capable of taking an active role in providing psycho-social services and social integration of culturally diverse children, youth and adults living with epilepsy and those affected by the condition.
- Client-centred, caring, supportive and reliable.
- Commitment to work and life-long learning.
- Demonstrates the ability to change management in the disability sector.
- Demonstrates an ability to work in a team as well as an ability to take independent action and initiative in the job.
- Demonstrates initiative, creativity, flexibility and independence.
- Displays a professional approach to the work along with values and attitudes that are in keeping with the helping professions (i.e. sensitivity, respect, understanding, sincerity, genuineness, perseverance, patience, compassion, positive outlook, non-judgmental attitude, acceptance, tolerance, etc.).
- Drawing up and consolidation progress reports from 7 offices.
- Drawing up and implementing, therapeutic and individual development programmes for people living with epilepsy and affected by the condition.
- Has a positive and optimistic view of others and demonstrates the ability to resolve workplace conflict with his/her manager and colleagues.
- Manages stress related to work environment.
- A sense of humour.
- Sound judgment and common sense in decision making, problem-solving, critical thinking and intelligence.
- Team player who is committed to working in a dynamic environment.

**Only apply IF you meet all of the requirements. Only shortlisted candidates will be contacted for interviews:**

### **Requirements**

- A minimum of 5 years' experience in Social Work;
- Experience in Supervision and knowledge on supervision theory and practice is a must
- Exceptional knowledge of all relevant Acts;
- Active, go-getter and creative thinker;
- Clear police record;
- Driver's licence essential;
- Good communication skills;
- Good report writing skills;
- Must be willing to travel
- Registration with SACSSP and proof of last payment
- South African Citizen or Have a Working Permit
- Knowledge of group casework theory and practice
- Knowledge in the areas of teaching and coaching

## **Key Performances**

- Case Management
- Supervision for staff
- Administration
- Social Work services
- Reporting
- Monitoring and Evaluation
- Stakeholder Relationship Building
- Plans and implements programs to meet the social and emotional needs of clients
- Develops I.D.P plans for client care
- Provides social services to clients and their families.
- Provide supportive counselling and/or crisis intervention to client whenever necessary.
- Document as needed in files, computer, etc.
- Be knowledgeable and up-to-date on all policies and procedures pertaining to emergency and crisis situations.
- Establishing policies and procedures
- Planning and administering budgets
- Collecting data and other information to evaluate program impact
- Preparing reports for management, Branch Board, supporters and the public
- Representing the organization in public

**Job Type:** Full-time

**Job Location:**

- Dullstroom, Mpumalanga Province

**Required education:**

- Bachelor's

**Required language:**

- English , African Languages

**Closing Date:** 19 OCTOBER 2018

Application to be emailed to: R Mashigo at: [epilepsympu@mweb.co.za](mailto:epilepsympu@mweb.co.za)  
Tel: 013 2540161