



Conquest For Life
Improving the quality of life

Position: Social Auxiliary Worker

We are in search of a young, vibrant, and dynamic individual to assume the role of Social Auxiliary Worker. The successful candidate will be responsible for assisting program staff with administration and facilitation of CFL Projects

Purpose: To co-ordinate Social Auxiliary Worker with stake holders and ensure smooth planning, implementation, monitoring and evaluation.

Hours of Work: Mon-Fri 08h00 am-16h00 pm. May have to work unsociable hours (i.e. Evenings and weekends) according to office activities.

Requirement:

- Grade 12 (Matric)
- Qualification in Social Auxiliary Worker
- Registration with the SA Council for social service Professions (SACSSP) as a Social Auxiliary Worker.
- Proof of SAW Qualification and other relevant qualifications
- Proof of registration with SACSSP
- Child Protection Register Certificate
- Police clearance
- Experience in social work service and a Crime prevention field will be added as an advantage.
- Organising and presentation skills
- Administration skills
- Computer literacy

Duties : Provide assistance and support to Social Workers with the rendering of a Social Work Service with regard to the crime prevention , protection and development of vulnerable individuals, groups, families, and communities through the relevant Departmental programmes. Assist Social Workers to attend to any other matters that could result in or stem from Social Instability in any form. Monitor and study the Social Services legal and policy framework continuously. Attend meetings, workshops, symposia, conferences, and any other relevant development activities take cognizance of the latest developments in the relevant field

Competencies:

- Report writing, problem solving and interpersonal relations,
- communication skills, integrity, honesty, and friendly.
- self-discipline and high moral and values
- Ability to work under pressure
- Punctuality, Ability to Network and willingness to travel.

Duties and Responsibilities

- Assessment of clients, run crime prevention programs
- Facilitate adult life skills and youth development program.
- Provide substance abuse intervention
- Manage youth who are susceptible to commit crime/implement protective factors in addressing social issues including crime.
- Facilitate awareness and prevention workshops on substance abuse, motivation on physical fitness and positive lifestyle.
- Maintain accurate records and case files
- Open and update the client's files as services are rendered.
- Participate in case conferences and monitor IDP Development.
- Participate in the community with other stakeholders.
- Facilitate family reunification consultation and reconciliation between youth and their family.

How to Apply

Comprehensive CV accompanied by motivational letter, 3 contactable references, Copy of qualifications and registration with the body.

Email to: info@conquest.org.za by no later than 31 July 2024@16:00.

Please quote the source of this advertisement in your application-NGO pulse

For More Info about CFL, refer to <http://www.conquest.org.za/> 011 473 1651

Location: Head office, Johannesburg (Gauteng)

- **Deadline:**

23 June 2024

- **Region:**

Wynberg, Cape Town 7800

- **Salary:**

R13000 - R15000

- **Type of employment:**

Full time

Job Description

Roles and Responsibilities

- **Administration:**
 - Conduct administrative tasks related to the programme
 - Assist the social worker with administrative tasks for psychosocial workshops
 - **Content Creation:** Assist with content creation and input for various other programs running at Sparrow Society Leadership /
 - **Facilitation:** Conduct workshops and programs effectively, ensuring a positive and empowering environment for participants. The candidate should be able to function as a leader to our beneficiaries, serving as an example to them and consulting with the wider team on best practices to engage with the participating beneficiaries
 - **Collaboration:** Work closely with team members to align content and programming with the organization's goals and objectives.
 - **Evaluation:** Monitor and evaluate the effectiveness of content and youth-related programs, making necessary adjustments for improvement.
 - **Advocacy:** Advocate for the needs and interests of females, particularly those from marginalized communities.
 - **Community Engagement:** Engage with community stakeholders to ensure programs are meeting the needs of the target audience.
-

Qualifications and Requirements

- Relevant qualification as a Social Auxiliary Worker Minimum of two to three years relevant experience post qualification.
- Registration with the South African Council for Social Service Professions (SACSSP).
- Be in possession of a valid driver's License.
- Valid Police Clearance Certificate (renewable every 3 years).
- Ability to work collaboratively in a team environment and with other contributors to be able to create the relevant content.
- Previous experience in youth programming or workshop facilitation is an asset.
- Knowledge of community resources and networks is desirable.
- Bilingual skills are advantageous but not mandatory.