

<b>Children's Programme Social Work Supervisor</b> <b>-JOB PROFILE-</b>	
<b>Job Title:</b>	OVCY Social Work Supervisor (short-term contract with possible renewal)
<b>Reports to (Line Manager):</b>	Programme Manager
<b>Job Purpose:</b>	To provide oversight of a holistic package of care and support services activities for orphaned and vulnerable children and youth (OVCY) to ensure the quality of the programme is closely monitored and continuously improved.
<b>Responsibilities and associated activities:</b>	<ul style="list-style-type: none"> <li>• Manage 8 OVCY Care Workers, each responsible for reaching 250 OVCY, as well as Linkage Officers</li> <li>• Manage and support all aspects of the work of the M&amp;E Officers</li> <li>• Ensure all administrative and M&amp;E tasks of the programme are completed correctly</li> <li>• Report the performance of the OVCY programme to the Programme Manager and support him/her to ensure the successful delivery of the programme</li> <li>• Assist to ensure district based coordination and networking for improved programme outcomes</li> <li>• Facilitate community dialogue and engagement with stakeholders and events to facilitate entry points to programme and conduce demand creation</li> <li>• Understand the M&amp;E related to this programme and support all staff to understand and correctly adhere to funder M&amp;E requirements</li> <li>• Ensure police clearance certificates for all Care Workers</li> <li>• Assist to orientate Care Workers regarding roles and responsibilities and legislation related to HACT and this programme</li> <li>• Orientate Care Workers regarding HACT policies and procedures, safety and health issues, and other relevant information</li> <li>• Adhere to the requirements of data management, quality and record keeping processes</li> <li>• Attend in-house or outsourced training programmes or workshops when required (Some training will be in Pretoria for multiple days)</li> <li>• Strengthen referral networks with relevant stakeholders and participate in community engagement meetings and dialogues</li> <li>• Strengthen community systems to prevent and respond to violence</li> <li>• Carry out any other relevant duties relevant to the successful implementation of this programme and/or HACT-related activities</li> </ul> <p><b>Necessary requirements:</b>            Matric certificate and community case work experience            Previous NPO supervision duties for programme implementation with M&amp;E activities            Experience in building networks with diverse stakeholders including Dept of Health            Excellent communication skills (written and spoken fluency) in English and isiZulu            Computer literacy            Valid driver's licence</p> <p><b>Advantages:</b> Post-secondary qualification in social work and/or health-related field; Experience with NACOSA-related projects; Experience with Vhutshilo 1 and/or Stepping Stones facilitation; HTS experience and competency</p>
<b>Special conditions attached to post:</b>	Working hours 40 hours per week and available on-call for case workers
	Candidates must reside and be willing to travel extensively within eThekweni District
<b>Application instructions</b>	Send a motivation letter and CV with contactable references, together with proof of education or completed trainings, to <a href="mailto:info@hillaids.org.za">info@hillaids.org.za</a> OR drop off at Hillcrest AIDS Centre Trust office (26 Old Main Road) by 16h00, 26 April 2019. Only selected candidates will be contacted for an interview.