

# ***National Religious Association for Social Development (NRASD)***

**A Division of the Cape Development and Dialogue Centre Trust (Registered Trust: IT661/95)**

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## **NRASD – The Global Fund to Fight AIDS, Tuberculosis and Malaria – Programme**

NRASD – Principal Recipient of Global Fund Grant in South Africa

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### **CHILD AND YOUTH CARE WORKER**

#### **Description**

The NRASD is a Principal Recipient (PR) of a grant from the Global Fund to Fight AIDS, Tuberculosis and Malaria.

The NRASD intends to strengthen human resource and institutional capacity to facilitate the effective management, coordination and implementation of grant activities through the appointment of five Child and Youth Care Workers (CYCW).

The CYCW's would be deployed in the respective provinces of:

1. Free State (Lejweleputswa District, Thabo Mofutsanyane District).
2. Gauteng (Sedibeng District).
3. Limpopo (Mopani District, Sekhukhune District).
4. Mpumalanga (Ehlanzeni District, Gert Sibande District).
5. North West (Dr Kenneth Kaunda District).

The CYCW's will perform duties as assigned by the Programme Management Unit, the Programme Manager and the Programme Officer for HBC and OVC. CYCW's will report to the Programme Officer for HBC and OVC, and the Programme Manager.

#### **Job Description**

Definition: A Community Child and Youth Care Worker is a member of the community in which a child and youth care project is being initiated, trained to work with young people and their families (to fulfil the aims and objectives of the project) in accordance with the values and ethics of the child and youth care profession.<sup>1</sup>

A Community Child and Youth Care Worker accepts that a child requires services after hours, would be available to a child and is expected to:

1. Develop professional relationships with young people (under 18 years of age) and their families to support and empower them to meet identified developmental needs and other needs.
2. Carry out a professional role; understand that the core (most important) functions in relation to young people and their families include:
  - 2.1 Participate with the Team Leaders and/ or Co-Community Child and Youth Care Workers in making development assessments of the young person and the family.

This involves:

    - 2.1.1 Identifying strengths and needs.
    - 2.1.2 Assessing risk factors.

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<sup>1</sup> Selected job description data was sourced from *Isibindi Project Initiation Guidelines*, published by the Department of Social Development in 2013.

- 2.1.3 Identifying and carrying out tasks in consultation with Team Leaders and with the participation of young people and their families in terms of plans of action identified for individual young people and/ or families.
- 2.1.4 Regularly reviewing the plans in consultation with Team Leaders and keeping young people and their families involved in and informed of changes.
- 2.2 Make appropriate referrals in consultation with Team Leaders, e.g. to clinics, state departments, church leaders, schools, police, etc.
  - 2.2.1 To report incidents of abuse and child protection issues using the reportable incidents forms and referral forms to the relevant stakeholders.
- 2.3 Design and carry out developmentally appropriate and/ or need appropriate plans and programmes for young people and their families.
  - 2.3.1 Ensure that all children who by law are required to attend school or an educational programme do so.
  - 2.3.2 Assist with homework supervision, education, early childhood development and stimulation, learning activities for children (including children with disabilities).
  - 2.3.3 Facilitating basic caring skills.
  - 2.3.4 Supporting the facilitation of succession planning and foster care (memory boxes, grief work, wills, etc).
  - 2.3.5 Ensure that routine and structure are in place (including a roster for domestic chores, age appropriate activities).
  - 2.3.6 Teaching children independent living skills, ADP and support for career pathing and case assessment.
  - 2.3.7 Ensuring a multi-disciplinary team approach (reunification, family conferences, case consultation).
  - 2.3.8 Supporting administration of social service grants due to the family and appropriate budgeting and accounting of grants received.
- 2.4 Network with relevant organisations and resources in the community.
- 2.5 Use appropriate individual and/ or group intervention strategies in terms of the plan of action and in consultation with my Team Leader.
- 2.6 Promote the rights of young people and advocate for those rights to be respected by all who work with young people.
- 2.7 Manage and maintain all professional relationships with young people and their families with warmth, genuineness, competence and honesty.
- 2.8 Respect the different religious, linguistic and cultural heritage of all young people and their families.
- 3. Carry out the core functions (above) efficiently and accountably.
 

A CYCW has the responsibility to:

  - 3.1 Keep records of all activities in consultation with my Team Leader and in terms of formats and/ or guidelines provided.
  - 3.2 Attend all supervision meetings with the Team Leaders and/ or the Project Coordinator.
  - 3.3 Attend all identified training and submit all required assessments and ensure you receive feedback.

- 3.4 Attend all relevant team meetings and other meetings identified in consultation with my Team Leader and the Project Coordinator.
- 3.5 Seek clarification about any rules and guidelines (including the rules and guidelines for record keeping).
- 3.6 Accept on-going feedback and appraisal through supervision, feedback from the team and/ or formal appraisal whenever deemed necessary by the Project Manager and at least once a year.
4. In carrying out my professional role and the activities and tasks that go with this role, the CYCW would be directly accountable to the Team Leader and through the Team Leader, the Programme Officer for HBC and OVC (for carrying out all my tasks).
5. Perform any other related tasks that may be identified by the Project Manager in consultation with the Project Coordinator and Team Leader which adds value to the young persons and their families, the child and youth care profession and/or the objectives of the project.

## **Responsibilities**

### **1. Project Management**

1. Be knowledgeable of standard policies and operating procedures, including relevant government policies and guidelines relating to the implementation of OVC programme activities.
2. Comply with and facilitate enforcement of standard policies and operating procedures, including relevant government policies and guidelines relating to the implementation of OVC programme activities.
3. Be knowledgeable of and communicate unit standards and legal requirements relating to the implementation of OVC programme activities in alignment with national plans and guidelines to ensure effectiveness and quality of services by Sub-Recipients as implementing partners and Sub-Recipient Sites as service delivery points.
4. Coordinate OVC programme development from beginning to end in close collaboration with programme personnel and relevant stakeholders<sup>2</sup>.
5. Coordinate and execute day-to-day operational activities of OVC programme as assigned by the Team Leader and Programme Officer for HBC and OVC.
6. Ensure that programme legal documents are correctly completed, signed and filed.
7. Document all work, correspondence received and written; and maintain complete and accurate paper (hard copy) and electronic files.
8. Conduct programme post mortems and create a recommendations report in order to identify successful and unsuccessful programme elements.
9. Perform related duties and tasks as appropriately assigned by the Programme Manager and the Programme Management Unit.

### **2. Time Management**

1. Plan and schedule programme timelines and milestones using appropriate tools.
2. Track programme milestones and deliverables.

### **3. Resource Management**

1. Estimate the resources needed to achieve programme goals.
2. Recommend budget changes where necessary.
3. Determine and assess need for additional resources.

### **4. Relations Management**

1. Liaise with programme personnel and stakeholders on an ongoing basis.
2. Meet with programme personnel and stakeholders, as may be necessary.

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<sup>2</sup> Stakeholders include but is not limited to the Global Fund, the Local Fund Agent (KPMG Services Pty Ltd), senior management structures, Principal Recipients, Sub-Recipients as implementation partners, service delivery agents (consultants and suppliers).

3. Build, develop and grow relations and partnerships vital to the success of the programme.

#### 5. Communications

1. Develop communication documents.
2. Serve as a point of contact for the OVC programme.
3. Effectively communicate programme expectations to programme personnel and stakeholders in a timely and clear fashion.

#### 6. Personal Development

1. Stay informed and keep track of data and developments in the HIV&AIDS and related fields.
2. Identify and participate in staff enrichment and development programmes.
3. Attend and participate in meetings, workshops and training courses, as required.

#### 7. Organisational Ethos

1. Uphold and exemplify the NRASD's vision, mission, values and objectives.
2. Uphold and implement the NRASD's policies and procedures.

### **Minimum Requirements**

The NRASD expects the following minimum requirements from the CYCW:

1. The CYCW must be able to take on responsibility and work unsupervised.
2. Relevant qualification and at least 1 year of experience in care management or related field.
3. At least 1 year of exposure on care management at a community level, including large donor reporting requirements.
4. The CYCW would need to be able to provide services up to the end of 2014, with a possibility for an extension.
5. The programme is implemented in the five inland provinces. The service provider can respond to provide the service in one or more provinces, assuming there is physical representation in each province. In the case of individual applicants as service providers, the CYCW would be based in the relevant district in an inland province, in an office as determined by the NRASD. In the case of organisations as applicant service provider, the CYCW(s) would be based at the relevant organisation.
6. The CYCW must be in possession of a valid driver's licence and access to a car. The position requires that the CYCW travel between stakeholders.
7. The Sub-Recipients with sites where support is required are:
  - Anglican AIDS and Healthcare Trust.
  - Kerklike Maatskaplike Diensteraad.
  - Methodist Church of Southern Africa.
  - Southern African Catholic Bishops' Conference.
  - Starfish Greathearts Foundation.

### **Call for Applications**

The NRASD invites applications for the position of CYCW(s).

Please submit your application by completing the prescribed application form (available on the NRASD website). Clearly state the position that you are applying for on the application form. More information may be requested to assist with our final review of shortlisted candidates.

**We kindly request that applications be submitted to Carina de Swardt by Friday, 22 November 2013. Applications should be submitted via email at [nrasd@exceed.co.za](mailto:nrasd@exceed.co.za) or via fax at 086-518-6562.**

Applications will be evaluated and shortlisted candidates will be informed of the results by 29 November 2013. The position is available from 13 January 2014. The expectation is for the successful applicant to commence work by 13 January 2014.