

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Social Worker

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Posts reports to :

Date of appointment :

B. JOB PURPOSE

To provide social work services through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being.

C. KEY PERFORMANCE AREAS

- (a) Render a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Attend to any other matters that could result in, or stem from, social instability in any form. This would include the following actions:
- (i) Conduct assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions.
 - (ii) Identify and make recommendations on the appropriate interventions required to address the identified conditions. Develop, determine and plan programmes to render the recommended interventions efficiently, effectively and economically.
 - (iii) Implement the recommended interventions by providing continuous support, counselling, guidance and advice to the affected individuals, groups, families and communities.
 - (iv) Monitor and evaluate the effectiveness of the recommended interventions, report on progress and identify further/amended interventions to address the identified conditions.

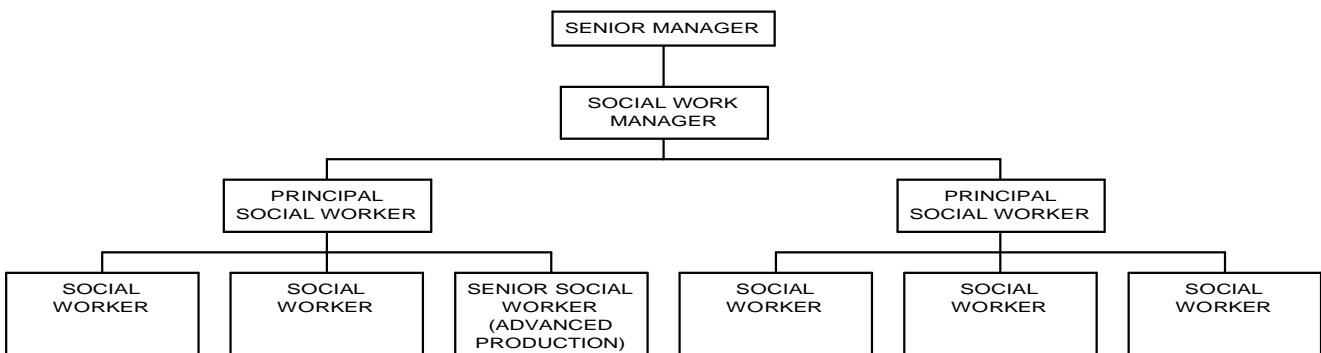
- (v) Study, interpret, apply and give information on legislation and policies in the identified work fields to social auxiliary workers, volunteers and other role players/stakeholders.
 - (vi) Perform all the statutory functions applicable to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from the courts.
 - (vii) Produce and maintain records of social work interventions, processes and outcomes.
- (b) Support social auxiliary workers and volunteers.
- (c) Keep up to date with new developments in the social work and social welfare fields. This would, *inter alia*, entail the following:
- (i) Study professional journals and publications in order to ensure that cognisance is taken of new developments.
 - (ii) Monitor and study the social services legal and policy framework continuously.
 - (iii) Liase/attend meetings with other departments and non-governmental institutions to take cognisance of the latest developments in the relevant fields.
 - (iv) Undertake first level social work research and development.
 - (v) Engage in continuous professional development activities as prescribed.
- (d) Perform all the administrative functions required of the job.

D. EXAMPLE OF A TYPICAL POSITION IN THE ORGANISATION AND TYPICAL ORGANISATION STRUCTURE

NOTE:

These organisational structures serve as **examples only**. Each department or institution should design its organisational structure to suit its specific needs and circumstances. Please note the old adage that structure follows strategy.

SOCIAL WORK UNIT



E. INHERENT REQUIREMENTS OF THE JOB

Consult the draft Public Service Middle Management Competency Framework and Dictionary and determine the skills and competencies required for the specific job. The competency framework is available at <http://www.dpsa.gov.za/documents/ep/MMCFDictionaryConsolidated18July.pdf>

F. APPOINTMENT REQUIREMENTS

Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions. This qualification should equip the post holder with *inter alia*, the following:

- (a) Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.
- (b) Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well-being.
- (c) The ability and competence to assist, develop, advocate for, and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capabilities.
- (d) The ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.
- (e) The understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.

G. CAREER PATHING

Compliance with the requirement of higher posts.

H. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

I. PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

J. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: