

**JOB DESCRIPTION**

**A. JOB INFORMATION SUMMARY**

Name of jobholder: :

Job title : Social Auxiliary Worker

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Posts reports to : Social Work Supervisor

Date of appointment :

**B. JOB PURPOSE**

Provide assistance and support to social workers with the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well-being under the guidance and supervision of the social worker.

**C. KEY PERFORMANCE AREAS**

- (a) Provide assistance and support to social workers with the rendering of a social work service with regard to the care, support, 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. This would include support and assistance with the following actions:
- (i) Conduct basic observation for assessments aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions.
  - (ii) Collect and provide information for the identification of appropriate interventions required to address the identified conditions. Assist with the development and planning of programmes to render the recommended interventions efficiently, effectively and economically.
  - (iii) Implementation of the recommended interventions by providing continuous support, basic counselling and guidance to the affected individuals, groups, families and communities.

- (iv) Monitor and evaluate the effectiveness of the recommended interventions, report on progress and assist in identifying further/amended interventions to address the identified conditions.
  - (v) Disseminate basic information on legislation, policies and procedures in the social work field.
  - (vi) Collect and provide information for the performance of statutory functions by the social worker.
  - (vii) Produce and maintain records and data of interventions, processes and outcomes.
  - (viii) Conduct promotion, prevention, protection, rehabilitation, outreach, and empowerment initiatives in the social work field.
- (b) Keep abreast with new developments in the social work and social services field. This would, *inter alia*, entail the following:
- (i) Read publications in order to ensure that cognisance are taken of new developments.
  - (ii) Monitor and study the social services legal and policy framework continuously.
  - (iii) Attend meetings, workshops, symposia, conferences and any other relevant developmental activities to take cognisance of the latest developments in the relevant field.
- (c) Perform administrative support functions in support of social workers as required of the job.

#### **D. INHERENT REQUIREMENTS OF THE JOB**

The following knowledge and skills are required for appointment:

- a) Demonstrate basic understanding of the South African social welfare context, the policy and practice of developmental social welfare services and the role of social auxiliary worker within this context.
- b) Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the South African context.
- c) Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker.
- d) Demonstrate a basic understanding of the South African judicial system and the legislation governing and impacting on social auxiliary work and social work.
- e) Demonstrate a basic understanding of human behaviour, relationship system and social issues.

- f) Implement appropriate social auxiliary work methods and techniques to address the social needs of client systems.
- g) Use appropriate resources in service delivery to client systems.
- h) Work effectively with social workers and members of multi-sectoral teams in social service delivery.
- i) Work effectively as a social auxiliary worker to address the special needs and problems experienced by at least 3 of the priority focus groups in the social welfare.
- j) Keep precise records and compile accurate reports on social needs and social auxiliary work activities and file them appropriately.
- k) Provide an efficient research and administrative support service to the social worker.
- l) Demonstrate basic knowledge of financial matters related to social auxiliary work.
- m) Demonstrate self-awareness regarding personal capacities, attitudes and skills and a willingness to develop them further under the supervision of a social worker.

#### **E. APPOINTMENT REQUIREMENTS**

##### **a) Qualification**

Registration with the South African Council for Social Service Professions as Social Auxiliary Worker.

##### **b) Experience**

#### **F. CAREER PATHING**

##### **(a) To higher grade**

Compliance with the requirement of higher grade.

##### **b) To higher post**

Compliance with the requirements of higher post.

#### **G. 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.

#### **H. PERFORMANCE AGREEMENT**

The Performance Agreement of the incumbent, 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 incumbent should adhere to during the execution of his/her key performance areas.

**I. JOB DESCRIPTION AGREEMENT**

**SIGNATURE OF POSTHOLDER**

**SIGNATURE OF MANAGER**

**DATE:**

**DATE:**