

**ANNEXURE B
OCCUPATION SPECIFIC DISPENSATION (OSD)**

SOCIAL WORKER



GLOSSARY OF TERMS

Competencies	The specific, knowledge, skills judgment and personal attributes required for an employee in the social service professions and occupations to practice efficient, effective, safely and ethically in a designated job and setting. The designated ability to integrate the knowledge skills and attributes required for such performance.
Experiential competencies	Relates to an employees capacity to meet the job requirements in terms of the number of years appropriate experience after obtaining the required qualification or registration.
Functional	The technical expertise and knowledge required for an employee in the social service professions and occupations to perform the prescribed functions of the specific post.
Generic	General (transversal) competencies that apply to the majority of staff that renders services in the social service professions and occupations.
Post (level)	A higher work level, with distinct duties (supervisory/managerial duties) which can be reached by means of appointment to the post.
Grade 1,2 3, and 4	The relevant grades within one particular specified post.
Grade (level)	A higher work level, with advanced duties which requires more advanced competencies (at production level) which can be reached by means of grade progression.
Grade progression	Grade progression is progression to the higher production level, against the production level post, as and when the employee complies with the stipulated criteria. Grade progression is not dependant on a vacancy or subject to the principle of open competition.
SW	The relevant salary for the occupation social work.

OCCUPATIONAL SPECIFIC DISPENSATION

SOCIAL WORKER

Effective date of Dispensation: 1 April 2008

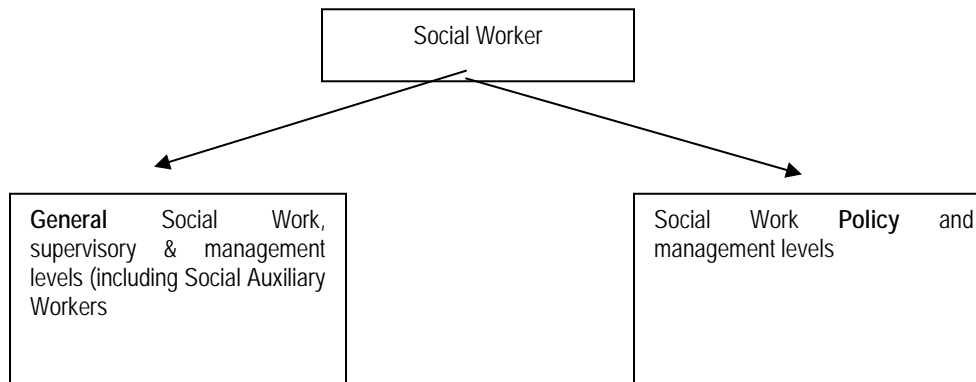
1. SCOPE OF APPLICABILITY

This dispensation is applicable to all employees registered with the South African Council for Social Service Professions (hereafter referred to as the SACSSP) as a registered Social/Social Auxiliary Worker and who are appointed in terms of the Public Service Act, 1994 and the Correctional Services Act, 1998.

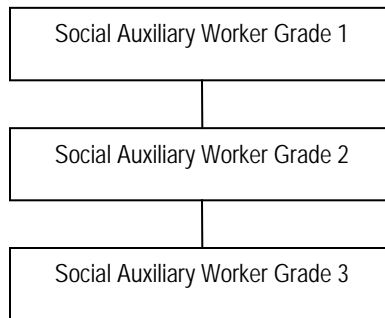
2. SCOPE / DESCRIPTION OF OCCUPATION

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.

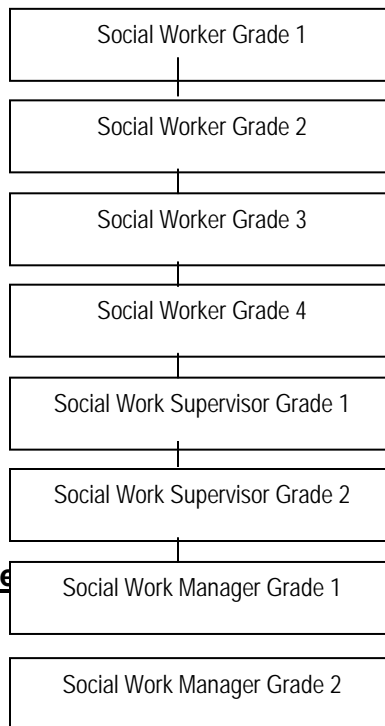
3. EXPOSITION OF WORK STREAMS AND LEVELS PROVIDED FOR IN THE DISPENSATION



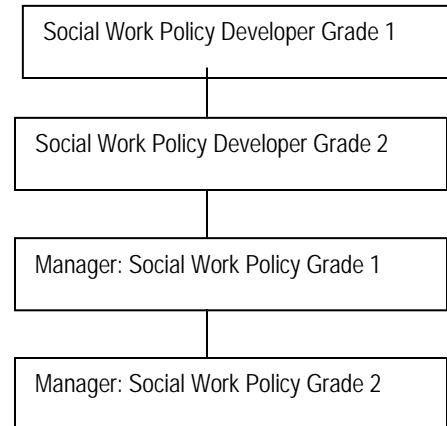
3.1 Social Auxiliary worker



3.2 **General Social Work, supervisory & management levels**



3.3 **Social Work Policy & Management Levels**



4. GRADE AND SALARY STRUCTURE

	JOB TITLE/GRADE	JOB PURPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE SEE APPENDIX 1	POST CLASS/ RANK CODE	JOB TITLE CODE
SOCIAL AUXILIARY WORKER						
1	Social Auxiliary Worker Grade 1	To 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.	5	SW-A1	Social Auxiliary Worker – employees on the 3 support grades (job title codes) are kept in service against this post 82260	82260
2	Social Auxiliary Worker Grade 2	To 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.	5	SW-A2		82261
3	Social Auxiliary Worker Grade 3	To provide assistance and support to social workers with the promotion of social change, problem solving in human relationships and the empowerment and liberation of	5	SW-A3		82262

	JOB TITLE/GRADE	JOB PURPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE SEE APPENDIX 1	POST CLASS/RANK CODE	JOB TITLE CODE
		people to enhance social well-being under the guidance and supervision of the social worker.				
GENERAL SOCIAL WORK, SUPERVISORY & MANAGEMENT LEVELS						
1	Social Worker Grade 1	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.	7	SW-A4	Social Worker – employees on the 4 production grades (job title codes) are kept in service against this post <u>82270</u>	82270
2	Social Worker Grade 2	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.	7	SW-A5		82271
3	Social Worker Grade 3	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.	7	SW-A6		82272
4	Social Worker Grade 4	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.	7	SW-A7		82273
5	Social Work Supervisor Grade 1	To ensure that social work services are provided by supervisees through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well being.	9	SW-A8	Social Work Supervisor – employees on the 2 supervisory grades (job title codes) are kept in service against this post <u>82280</u>	82280
6	Social Work Supervisor Grade 2	To ensure that social work services are provided by supervisees through the promotion of social change, problem solving in human relationships and the empowerment and liberation of people to enhance social well being.	9	SW-A9		82281
7	Social Work Manager Grade 1	To ensure that a social work service is delivered by the unit/sub directorate/component and/or 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.	11	SW-A10	Social Work Manager – employees on the 2 manager grades (job title codes) are kept in service against	82290

	JOB TITLE/GRADE	JOB PURPOSE (SHORT DESCRIPTION)	EQUATE LEVEL	SALARY SCALE SEE APPENDIX 1	POST CLASS/ RANK CODE	JOB TITLE CODE
					this post 82290	
8	Social Work Manager Grade 2	To ensure that a social work service is delivered by the unit/sub directorate/component and/or 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	12	SW-A11		82291
SOCIAL WORK POLICY AND MANAGEMENT LEVELS						
1	Social Work Policy Developer Grade 1	To develop, implement and maintain social work policies.	9	SW-B1	Social Work Policy Developer – employees on the 2 production grades (job title codes) are kept in service against this post 82300	82300
2	Social Work Policy Developer Grade 2	To develop, implement and maintain social work policies	9	SW-B2		82301
3	Manager: Social Work Policy Grade 1	To ensure that policies for rendering a social work service are developed, implemented and maintained.	11	SW-B3	Manager Social Work Policy – employees on the 2 production grades (job title codes) are kept in service against this post 82310	82310
4	Manager: Social Work Policy Grade 2	To ensure that policies for rendering a social work service are developed, implemented and maintained.	11	SW-B1		82311

5. PRESCRIBED BENCHMARK JOB DESCRIPTIONS

	JOB TITLE	ATTACHED ANNEXURE
1	Social Auxiliary Worker Grade 1, 2 and 3	A
2	Social Worker Grade 1, 2, 3 and 4	B
3	Social Work Supervisor Grade 1 and 2	C
4	Social Work Manager Grade 1 and 2	D
5	Social Work Policy Developer Grade 1 and 2	E

6	Manager: Social Work Policy Grade 1 and 2	F
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6. APPOINTMENT REQUIREMENT FROM OUTSIDE THE PUBLIC SERVICE

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
1.	Social Auxiliary Worker Grade 1	Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker	Registration with the SACSSP as Social Auxiliary Worker	<p>1. Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context.</p> <p>2. Understanding social auxiliary work: 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 SA context.</p> <p>3. Social work profession: 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.</p> <p>4. Understanding social work legislation: Basic understanding of the SA judicial system and</p>	<p>1. Communication: Must be able to convey simple and easy to understand messages/ information to social workers.</p> <p>2. Empathy: Must be able to respect and build positive relationships with the social workers.</p> <p>3. Trustworthiness: Must be able to build a positive relationship of trust with the social workers.</p> <p>4. Computer literacy: Must demonstrate basic computer literacy.</p> <p>5. Honesty: Must be principled and true to one self and others.</p> <p>6. Team work and collaboration: Must be able to work cooperatively with others and be part of a team.</p> <p>7. Understanding principles: Must understand the principles applied in social work.</p>	None

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>legislation governing and impacting of social auxiliary work and social work.</p> <p>5. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social Issues.</p>		
2	Social Auxiliary Worker Grade 2	Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker	Registration with the South African Council for Social Service Professions as Social Auxiliary Worker	<p>1. Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context.</p> <p>2. Understanding social auxiliary work: 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 SA context.</p> <p>3. Social work profession: Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of</p>	<p>1. Communication: Must be able to convey simple and easy to understand messages/ information to social workers.</p> <p>2. Empathy: Must be able to respect and build positive relationships with the social workers.</p> <p>3. Trustworthiness: Must be able to build a positive relationship of trust with the social workers.</p> <p>4. Computer literacy: Must demonstrate basic computer literacy.</p> <p>5. Honesty: Must be principled and true to one self and others.</p> <p>6. Team work and collaboration: Must be able to work cooperatively with others and be part of a team.</p>	<p>A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP.</p> <p>OR</p> <p>No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.</p>

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>Ethics in service delivery as a social auxiliary worker.</p> <p>4. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work.</p> <p>5. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social Issues.</p>	<p>7. Understanding principles: Must understand the principles applied in social work.</p>	
3	Social Auxiliary Worker Grade 3	Grade 10 plus completion of the learner ship to allow registration with the South African Council for Social Service Professions (SACSSP) as Social Auxiliary Worker	Registration with the South African Council for Social Service Professions as Social Auxiliary Worker	<p>1. Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context.</p> <p>2. Understanding social auxiliary work: 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</p>	<p>1. Communication: Must be able to convey simple and easy to understand messages/ information to social workers.</p> <p>2. Empathy: Must be able to respect and build positive relationships with the social workers.</p> <p>3. Trustworthiness: Must be able to build a positive relationship of trust with the social workers.</p> <p>4. Computer literacy: Must demonstrate basic computer literacy.</p> <p>5. Honesty: Must be</p>	<p>A minimum of 20 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP.</p> <p>OR</p> <p>A minimum of 10 years appropriate experience in social auxiliary work after registration as Social Auxiliary Worker with the SACSSP</p>

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>the SA context.</p> <p>3. Social work profession: 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.</p> <p>4. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work.</p> <p>5. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social Issues.</p>	<p>principled and true to one self and others.</p> <p>6. Team work and collaboration: Must be able to work cooperatively with others and be part of a team.</p> <p>7. Understanding principles: Must understand the principles applied in social work.</p>	<p>and successful completion of the 2nd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.</p> <p>OR</p> <p>No experience after registration as Social Auxiliary Worker with the SACSSP and successful completion of the 3rd academic year of an appropriate tertiary qualification that allows for registration as Social Worker with the SACSSP.</p>
4	Social Worker Grade 1	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social</p>	<p>1. Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing.</p> <p>2. Team work and collaboration: Must</p>	None

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>systems: Must have knowledge and understanding of human behaviour and social systems</p> <p>3. Social work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities.</p> <p>5. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.</p> <p>6. Protecting vulnerable</p>	<p>be able to work effectively within teams including social work teams and multi-disciplinary teams.</p> <p>3. Valuing diversity: Must be able to work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences.</p> <p>4. Planning and organizing: Must be able to plan and organize own work.</p> <p>5. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery.</p> <p>6. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients.</p> <p>7. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients.</p> <p>8. Understanding social work values and</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>7. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.</p>	<p>principles: Must demonstrate social work values and the principles of human rights and social justice.</p> <p>9. Developing others: Must be able to develop, coach and foster long term learning of others</p>	
5	Social Worker Grade 2	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems</p> <p>3. Social work Intervention: Must be able to intervene at the points</p>	<p>10. Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing.</p> <p>11. Team work and collaboration: Must be able to work effectively within teams including social work teams and multi-disciplinary teams.</p> <p>12. Valuing diversity: Must be able to work effectively, co-operatively, amicably</p>	A minimum of 10 years appropriate experience in social work after registration as a Social Worker with the SACSSP

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities.</p> <p>5. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.</p> <p>6. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>7. Understanding social</p>	<p>with persons of diverse intellectual, cultural, racial or religious differences.</p> <p>13. Planning and organizing: Must be able to plan and organize own work.</p> <p>14. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery.</p> <p>15. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients.</p> <p>16. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients.</p> <p>17. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p> <p>18. Developing others: Must be able to develop, coach and</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.</p>	<p>foster long term learning of others</p>	
6	Social Worker Grade 3	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems</p> <p>3. Social work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must be able to assist and empower individuals, families, groups,</p>	<p>19. Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing.</p> <p>20. Team work and collaboration: Must be able to work effectively within teams including social work teams and multi-disciplinary teams.</p> <p>21. Valuing diversity: Must be able to work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences.</p> <p>22. Planning and organizing: Must be able to plan and organize own work.</p> <p>23. Computer literacy:</p>	A minimum of 20 years appropriate experience in social work after registration as a Social Worker with the SACSSP

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>organizations and communities to enhance their social functioning and their problem-solving capabilities.</p> <p>5. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.</p> <p>6. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>7. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.</p>	<p>Must demonstrate basic computer literacy as a support tool to enhance service delivery.</p> <p>24. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients.</p> <p>25. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients.</p> <p>26. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p> <p>27. Developing others: Must be able to develop, coach and foster long term learning of others</p>	
7	Social Worker	Formal tertiary	Registration with the	1. Understanding social	28. Communication:	A minimum of 30

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
	Grade 4	qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	SACSSP as a Social Worker.	<p>dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems</p> <p>3. Social work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities.</p> <p>5. Social support: Must be able to promote, restore, maintain and</p>	<p>Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing.</p> <p>29. Team work and collaboration: Must be able to work effectively within teams including social work teams and multi-disciplinary teams.</p> <p>30. Valuing diversity: Must be able to work effectively, co-operatively, amicably with persons of diverse intellectual, cultural, racial or religious differences.</p> <p>31. Planning and organizing: Must be able to plan and organize own work.</p> <p>32. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery.</p> <p>33. Trustworthiness: Must be able to build a positive relationship of trust with colleagues</p>	years appropriate experience in social work after registration as a Social Worker with the SACSSP

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively.</p> <p>6. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>7. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.</p>	<p>and clients.</p> <p>34. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients.</p> <p>35. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p> <p>36. Developing others: Must be able to develop, coach and foster long term learning of others</p>	
8	Social Work Supervisor Grade 1	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must have</p>	<p>1. Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports.</p> <p>2. Team work and collaboration: Must be able manage and work</p>	A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP.

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>knowledge and understanding of more complex and advanced human behaviour and social systems</p> <p>3. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being.</p> <p>4. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently.</p> <p>5. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves.</p> <p>6. Social work research: Must be able to conduct</p>	<p>effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p> <p>3. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences.</p> <p>4. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services.</p> <p>5. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery.</p> <p>6. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p> <p>7. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders.</p> <p>8. Problem solving: Must</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations.</p> <p>8. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.</p>	<p>be able to solve problems and apply critical thinking.</p>	
9	Social Work Supervisor Grade 2	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems</p> <p>3. Social work Intervention: Must ensure that supervisees intervene</p>	<p>1. Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports.</p> <p>2. Team work and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p> <p>3. Valuing Diversity: Must be able to manage and work effectively at a</p>	Grade not to used for advertisement and appointment purposes.

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>efficiently and effectively at points where people interact with their environments in order to promote social well-being.</p> <p>4. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently.</p> <p>5. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations.</p>	<p>supervisory level with persons of diverse intellectual, cultural, racial or religious differences.</p> <p>4. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services.</p> <p>5. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery.</p> <p>6. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p> <p>7. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders.</p> <p>8. Problem solving: Must be able to solve problems and apply critical thinking.</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>8. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.</p>		
10	Social Work Manager Grade 1	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must demonstrate an in depth understanding of complex and advanced human behaviour and social systems</p> <p>3. Social intervention: Must ensure that supervisees intervene efficiently and effectively at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must ensure that supervisees assist,</p>	<p>1. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</p> <p>2. Problem solving and analysis: Must be able to identify, define and solve problems by analyzing situations and applying critical thinking.</p> <p>3. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds.</p> <p>4. Communication: Must be able to write formal documentations (ie, reports) and communicate verbally through the selection</p>	A minimum of ten years appropriate/recognizable experience in social work after registration as Social Worker with the SACSSP.

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively.</p> <p>5. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and quality assure social work interventions and programmes.</p> <p>8. Stakeholder support: Must be able to provide support to stakeholders.</p> <p>9. Understanding social work legislation: Must be able to interpret, apply, provide guidance, analyze impact on social work policies, legislation, related</p>	<p>of relevant delivery mechanisms.</p> <p>5. Team work and collaboration: Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p> <p>6. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>7. Financial management: Must be able to plan the work-unit's budget required to achieve unit objectives.</p> <p>1. Developing others: Must be able to develop, coach and foster long term learning of others.</p> <p>2. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner.</p> <p>3. Networking and building bonds: Must be able to build and maintain a network of</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				legal and ethical social work practices and ensure that new policies are understood and implemented.	<p>professional relations.</p> <p>4. Planning and organizing: Must be able to plan and organize the work of the work unit and groups.</p> <p>5. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>13. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p>	
11	Social Work Manager Grade 2	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must demonstrate an in depth understanding of complex and advanced human behaviour and social</p>	<p>5. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</p> <p>6. Problem solving and analysis: Must be able identify, define and solve problems by analyzing situations and applying critical thinking.</p> <p>7. Diversity</p>	Grade not to be used for advertisement and appointment purposes

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>systems</p> <p>3. Social intervention: Must ensure that supervisees intervene efficiently and effectively at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively.</p> <p>5. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and</p>	<p>management: Must be able to work effectively and co-operatively with persons of diverse backgrounds.</p> <p>8. Communication: Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>5. Team work and collaboration: Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p> <p>6. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>7. Financial management: Must be able to plan the work-unit's budget required to achieve unit objectives.</p> <p>6. Developing others: Must be able to develop, coach and</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>quality assure social work interventions and programs.</p> <p>8. Stakeholder support: Must be able to provide support to stakeholders.</p> <p>9. Understanding social work legislation: Must be able to interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.</p>	<p>foster long term learning of others.</p> <p>7. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner.</p> <p>8. Networking and building bonds: Must be able to build and maintain a network of professional relations.</p> <p>9. Planning and organizing: Must be able to plan and organize the work of the work unit and groups.</p> <p>10. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>13. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p>	
12	Social Work Policy	Formal tertiary qualification in	Registration with the SACSSP as a Social	1. Understanding social dynamics: Must ensure	1. Innovation: Must be able to generate ideas	A minimum of eight years appropriate

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
	Developer Grade 1	Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Worker.	<p>that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must demonstrate an in depth understanding of complex and advanced human behaviour and social systems</p> <p>3. Social intervention: Must intervene efficiently and effectively at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively.</p> <p>5. Protecting vulnerable individuals: Provide social work services towards protecting people who are</p>	<p>and innovative approaches in order to contribute solutions to problems.</p> <p>2. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds.</p> <p>3. Communication: Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>4. Problem solving and decision making: Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions.</p> <p>9. Team work and collaboration: Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multi-</p>	experience in social worker after registration as Social Worker with the SACSSP.

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>vulnerable, at risk and unable to protect themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and quality assure all policies and legislation.</p> <p>8. Stakeholder support: Must be able to provide support to stakeholders.</p> <p>9. Understanding social work legislation: Must be able to review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.</p>	<p>disciplinary teams and multi- sectoral teams.</p> <p>10. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>11. Networking and building bonds: Must be able to build and maintain a network of professional relations.</p> <p>12. Planning and organizing: Must be able to plan and organize the work of the work unit and groups.</p> <p>9. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>10. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p>	
13	Social Work Policy Developer Grade 2	Formal tertiary qualification in Social Work (e.g. Bachelor of Social	Registration with the SACSSP as a Social Worker.	1. Understanding social dynamics: Must ensure that supervisees challenge structural sources of	5. Innovation: Must be able to generate ideas and innovative approaches in order to	A minimum of eight teen years appropriate experience in social

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
		Work) that allows professional registration with the SACSSP.		<p>poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must demonstrate an in depth understanding of complex and advanced human behaviour and social systems</p> <p>3. Social intervention: Must intervene efficiently and effectively at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively.</p> <p>5. Protecting vulnerable individuals: Provide social work services towards protecting people who are vulnerable, at risk and unable to protect</p>	<p>contribute solutions to problems.</p> <p>6. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds.</p> <p>7. Communication: Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>8. Problem solving and decision making: Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions.</p> <p>13. Team work and collaboration: Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p>	work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in social work policy development.

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and quality assure all policies and legislation.</p> <p>8. Stakeholder support: Must be able to provide support to stakeholders.</p> <p>9. Understanding social work legislation: Must be able to review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.</p>	<p>14. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>15. Networking and building bonds: Must be able to build and maintain a network of professional relations.</p> <p>16. Planning and organizing: Must be able to plan and organize the work of the work unit and groups.</p> <p>9. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>10. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p>	
14	Manager: Social Work Policy Grade 1	Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional	Registration with the SACSSP as a Social Worker.	<p>1. Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination</p>	<p>1. Innovation: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems.</p> <p>2. Diversity management:</p>	A minimum of ten years appropriate/recognizable experience in social work after registration as Social

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
		registration with the SACSSP.		<p>and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must demonstrate an in depth understanding of complex and advanced human behaviour and social systems</p> <p>3. Social intervention: Must ensure that supervisees intervene efficiently and effectively at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively.</p> <p>5. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk</p>	<p>Must be able to work effectively and co-operatively with persons of diverse backgrounds.</p> <p>3. Communication: Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>4. Problem solving and decision making: Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions.</p> <p>5. Team work and collaboration: Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p> <p>6. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies.</p> <p>7. Financial Management: Must be able to plan the work- unit's budget required to achieve unit</p>	Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>and unable to protect themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and quality assure all social work interventions and programs.</p> <p>8. Stakeholder support: Must be able to provide support to stakeholders.</p> <p>9. Understanding social work legislation: Must be able to review, develop, implement, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.</p>	<p>objectives.</p> <p>8. Developing others: Must be able to develop, coach and foster long term learning of others.</p> <p>9. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner.</p> <p>10. Networking and building bonds: Must be able to build and maintain a network of professional relations.</p> <p>11. Planning and organizing: Must be able to plan and organize the work of the work unit and groups.</p> <p>12. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>13. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice.</p>	
15	Manager: Social Work Policy	Formal tertiary qualification in	Registration with the SACSSP as a Social	1. Understanding social dynamics: Must ensure	1. Innovation: Must be able to generate ideas and	Grade not to be used for

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
	Grade 2	Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SACSSP.	Worker.	<p>that supervises challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.</p> <p>2. Understanding human behaviour and social systems: Must demonstrate an in depth understanding of complex and advanced human behaviour and social systems</p> <p>3. Social intervention: Must ensure that supervisees intervene efficiently and effectively at the points where people interact with their environment in order to promote social well-being.</p> <p>4. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively.</p> <p>5. Protecting vulnerable individuals: Must ensure</p>	<p>innovative approaches in order to contribute solutions to problems.</p> <p>2. Diversity management: Must be able to work effectively and co-operatively with persons of diverse backgrounds.</p> <p>3. Communication: Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms.</p> <p>4. Problem solving and decision making: Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions.</p> <p>5. Team work and collaboration: Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multi-disciplinary teams and multi- sectoral teams.</p> <p>6. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies.</p>	advertisement and appointment purposes

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
				<p>that supervisees provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves.</p> <p>6. Social work research: Must be able to conduct social work research.</p> <p>7. Monitoring and evaluation: Must be able to monitor, evaluate and quality assure all social work interventions and programs.</p> <p>8. Stakeholder support: Must be able to provide support to stakeholders.</p> <p>9. Understanding social work legislation: Must be able to review, develop, implement, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.</p>	<p>7. Financial Management: Must be able to plan the work- unit's budget required to achieve unit objectives.</p> <p>8. Developing others: Must be able to develop, coach and foster long term learning of others.</p> <p>9. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner.</p> <p>10. Networking and building bonds: Must be able to build and maintain a network of professional relations.</p> <p>11. Planning and organizing: Must be able to plan and organize the work of the work unit and groups.</p> <p>12. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level.</p> <p>13. Understanding social work values and principles: Must demonstrate social work values and the principles of</p>	

	JOB TITLE	EDUCATIONAL QUALIFICATION	STATUTORY REQUIREMENT	COMPETENCIES		EXPERIENTIAL COMPETENCY
				FUNCTIONAL	GENERIC	
					human rights and social justice.	

7. SALARY RECOGNITION FOR APPROPRIATE EXPERIENCE ON APPOINTMENT

Only full years experience, as on 31 March of the year preceding the date of appointment, are recognised for salary purposes

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
SOCIAL AUXILIARY WORKER				
1	Social Auxiliary Worker Grade 1	SW-A1	Less than 3 years' appropriate/recognisable Social Auxiliary Work experience after registration with the SACSSP as Social Auxiliary Worker	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	2 nd
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	4 th
			9 Years' or more, but less than 10 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	5 th
2.	Social Auxiliary Worker Grade 2	SW-A2	11 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	2 nd
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	3 rd

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	4 th
			19 Years' or more, but less than 20 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	5 th
3	Social Auxiliary Worker Grade 3	SW-A3	21 Years' or more, but less than 23 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	Minimum
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	2 nd
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	3 rd
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	4 th
			29 Years' or more, but less than 31 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	5 th
			31 Years' or more, but less than 33 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	6 th
			33 Years' or more, but less than 35 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	7 th
			35 Years' or more, but less than 37 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	8 th
			37 Years' or more appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	9 th
<u>SOCIAL AUXILIARY WORKER REGISTERED WITH THE SACSSP PLUS SUCCESSFUL COMPLETION OF THE 2ND ACADEMIC YEAR OF AN APPROPRIATE QUALIFICATION THAT ALLOWS REGISTRATION WITH THE SACSSP AS A SOCIAL WORKER-</u>				
1	Social Auxiliary Worker Grade 2	SW-A2	Less than 3 years' appropriate/recognisable Social Auxiliary Work experience after registration with the SACSSP as Social Auxiliary Worker	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	2 nd

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	4 th
			9 Years' or more, but less than 10 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	5 th
2.	Social Auxiliary Worker Grade 3	SW-A3	11 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	2 nd
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	3 rd
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	4 th
			19 Years' or more, but less than 20 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	5 th
			21 Years' or more, but less than 23 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	6 th
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	7 th
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	8 th
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	9 th
<u>SOCIAL AUXILIARY WORKER REGISTERED WITH THE SACSSP PLUS SUCCESSFUL COMPLETION OF THE 3RD ACADEMIC YEAR OF AN APPROPRIATE QUALIFICATION THAT ALLOWS REGISTRATION WITH THE SACSSP AS A SOCIAL WORKER-</u>				
1	Social Auxiliary Worker Grade 3	SW-A3	Less than 3 years' appropriate/recognisable Social Auxiliary Work experience after registration with the SACSSP as Social Auxiliary Worker	Minimum

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	2 nd
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	4 th
			9 Years' or more, but less than 10 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	5 th
			11 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	6 th
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	7 th
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	8 th
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	9 th

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
<u>SOCIAL WORKER</u>				
4	Social Worker Grade 1	SW-A4	Less than 3 years' appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			9 Years' or more, but less than 10 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
5.	Social Worker Grade 2	SW-A5	11 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			19 Years' or more, but less than 20 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
6	Social Worker Grade 3	SW-A6	21 Years' or more, but less than 23 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	Minimum
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			29 Years' or more, but less than 31 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
			31 Years' or more, but less than 33 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	6 th

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
6	Social Worker Grade 4	SW-A7	33 Years' or more, but less than 35 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	Minimum
			35 Years' or more, but less than 37 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd
			37 Years' or more, but less than 39 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			39 Years' or more, but less than 40 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			40 Years' or more, but less than 31 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
<u>SOCIAL WORK SUPERVISOR</u>				
7	Social Worker Supervisor Grade 1	SW-A8	Less than 3 years' appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker	Minimum
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			9 Years' or more, but less than 10 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
			11 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	6 th
<u>SOCIAL WORK POLICY DEVELOPER</u>				
8	Social Work Policy Developer Grade 1	SW-A9	Less than 3 years' appropriate/recognisable Social Work experience after registration with the SACSSP as Social Worker	Minimum

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			3 Years' or more, but less than 5 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd
			5 Years' or more, but less than 7 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			7 Years' or more, but less than 9 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			9 Years' or more, but less than 11 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
9	Social Work Policy Developer Grade 2	SW-A10	11 years' or more, but less than 13 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	Minimum
			13 Years' or more, but less than 15 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	2 nd
			15 Years' or more, but less than 17 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	3 rd
			17 Years' or more, but less than 19 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	4 th
			19 Years' or more, but less than 21 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	5 th
			21 Years' or more, but less than 23 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	6 th
			23 Years' or more, but less than 25 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	7 th
			25 Years' or more, but less than 27 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	8 th
			27 Years' or more, but less than 29 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	9 th
			29 Years' or more, but less than 31 years', appropriate/recognisable experience after registration with the SACSSP as Social Worker	10 th

	JOB LEVEL	SCALE	RECOGNITION BASIS	
			Experience profile	Notch on scale
			31 Years' or more, but less than 33 years', appropriate/recognisable experience after registration with the SACSSP as Social Auxiliary Worker	11 th

8. POST AND ORGANISATIONAL ESTABLISHMENT ARRANGEMENTS

	JOB TITLE	INDICATORS
<u>SOCIAL AUXILIARY WORKER</u>		
1	Social Auxiliary Worker Grades 1,2 or 3	<input type="checkbox"/> Social Auxiliary Worker Grades 1, 2 and 3 constitute production levels <input type="checkbox"/> Only posts of Social Auxiliary Worker are created on departments' establishments <input type="checkbox"/> Social Auxiliary Workers with the ranks of Social Auxiliary Worker Grade 1, Social Auxiliary Worker Grade 2 and Social Auxiliary Worker Grade 3 are kept in service against posts of Social Auxiliary Worker
2	Social Worker Grades 1, 2, 3 and 4	<input type="checkbox"/> Only posts of Social Worker are created on departments' establishments <input type="checkbox"/> Social Workers with the ranks of Social Worker Grade 1, Social Worker Grade 2, Social Worker Grade 3 and Social Worker Grades 4 constitute production levels <input type="checkbox"/> Social Worker Grades 1, 2, 3 and 4 are kept in service against posts of Social Worker
3	Social Work Supervisor Grades 1 and 2	<input type="checkbox"/> Only posts of Social Work Supervisor are created on departments' establishments <input type="checkbox"/> Social Work Supervisor with the ranks of Social Work Supervisor Grade 1 and Social Worker Supervisor Grade 2, constitute supervisory levels <input type="checkbox"/> Social Work Supervisor Grades 1 and 2 are kept in service against posts of Social Work Supervisor
4	Social Work Manager Grades 1 and 2	<input type="checkbox"/> Only posts of Social Work Manager are created on departments' establishments <input type="checkbox"/> Social Work Manager with the ranks of Social Work Manager Grade 1 and Social Work Manager Grade 2, constitute middle management levels <input type="checkbox"/> Social Work Manager Grades 1 and 2 are kept in service against posts of Social Work Manager
5	Social Work Policy Developer Grades 1 and 2	<input type="checkbox"/> Only posts of Social Work Policy Developer are created on departments' establishments <input type="checkbox"/> Social Work Policy Developers with the ranks of Social Work Policy Developer Grade 1 and Social Work Policy Developer Grade 2 constitute production levels <input type="checkbox"/> Social Work Policy Developer Grades 1 and 2 are kept in service against posts of Social Worker

	JOB TITLE	INDICATORS
6	Manager Social Work Policy Grades 1 and 2	<input type="checkbox"/> Only posts of Social Work Manager are created on departments' establishments <input type="checkbox"/> Social Work Manager with the ranks of Social Work Manager Grade 1 and Social Work Manager Grade 2, constitute middle management levels <input type="checkbox"/> Social Work Manager Grades 1 and 2 are kept in service against posts of Social Work Manager

9. STAFFING NORMS/INDICATORS

	JOB TITLE	INDICATORS
To be developed		

10. NATURAL CAREER PATH WITHIN THE OCCUPATION

These career paths are subject to compliance with the prescribed requirements for these job levels/occupations

	CATEGORY	JOB LEVELS/OCCUPATIONS
1.	Social Auxiliary Worker	<input type="checkbox"/> Social Auxiliary Worker Grade1 <input type="checkbox"/> Social Auxiliary Worker Grade2 <input type="checkbox"/> Social Auxiliary Worker Grade3 <input type="checkbox"/> Social Worker Grade 1 <input type="checkbox"/> Social Worker Grade 2 <input type="checkbox"/> Social Worker Grade 3 <input type="checkbox"/> Social Worker Grade 4 <input type="checkbox"/> Social Work Supervisor Grade 1 <input type="checkbox"/> Social Work Supervisor Grade 2 <input type="checkbox"/> Social Work Manager Grade 1 <input type="checkbox"/> Social Work Manager Grade 2
2.	Social Worker	<input type="checkbox"/> Social Worker Grade 1

CATEGORY		JOB LEVELS/OCCUPATIONS
		<input type="checkbox"/> Social Worker Grade 2 <input type="checkbox"/> Social Worker Grade 3 <input type="checkbox"/> Social Worker Grade 4 <input type="checkbox"/> Social Work Supervisor Grade 1 <input type="checkbox"/> Social Work Supervisor Grade 2 <input type="checkbox"/> Social Work Manager Grade 1 <input type="checkbox"/> Social Work Manager Grade 2 OR <input type="checkbox"/> Social Work Policy Developer Grade 1 <input type="checkbox"/> Social Work Policy Developer Grade 2 <input type="checkbox"/> Manager Social Work Policy Grade 1 <input type="checkbox"/> Manager Social Work Policy Grade 2
3.	Social Work Supervisor	<input type="checkbox"/> Social Work Manager Grade 1 <input type="checkbox"/> Social Work Manager Grade 2)
4.	Social Work Manager	Senior management Service
5.	Social Work Policy Developer	<input type="checkbox"/> Manager Social Work Policy Grade 1 <input type="checkbox"/> Manager Social Work Policy Grade 2 OR <input type="checkbox"/> Social Work Supervisor Grade 1 <input type="checkbox"/> Social Work Supervisor Grade 2 <input type="checkbox"/> Social Work Manager Grade 1 <input type="checkbox"/> Social Work Manager Grade 2
6	Manager: Social Work Policy	<input type="checkbox"/> Senior management Service

11. REQUIREMENTS FOR APPOINTMENT TO HIGHER JOB LEVELS (GRADE PROGRESSION) OR TO HIGHER VACANT POSTS

	JOB LEVEL		PROGRESSION/ APPOINTMENT	CRITERIA
	From	To		

	JOB LEVEL			
1		Social Auxiliary Worker Grade 1	Appointment in vacant posts	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6
2	Social Auxiliary Worker Grade 1	Social Auxiliary Worker Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency : <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 5 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments <u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 10 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
3	Social Auxiliary Worker Grade 2	Social Auxiliary Worker Grade 3	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency : <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 2, with 4 annual Above Average Performance assessments

	JOB LEVEL			
				<p>OR <u>Only registered as Social Auxiliary Worker</u> - A combined total of 15 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments</p> <p>OR <u>Registered as Social Auxiliary Worker and completed 2nd academic year of an appropriate tertiary qualification</u> - A combined total of 5 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments</p> <p><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 2, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p> <p>OR <u>Only registered as Social Auxiliary Worker</u> - A combined total of 20 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p> <p>OR <u>Registered as Social Auxiliary Worker and completed 2nd academic year of an appropriate tertiary qualification</u> - A combined total of 10 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p>
4		Social Auxiliary Worker Grade 3	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post

	JOB LEVEL			
5		Social Worker Grade 1	Appointment in vacant posts	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6
6	Social Worker Grade 1	Social Worker Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements and competencies for the job level as contained in item 6 as well as the following experiential competency : <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 5 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments <u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 10 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
7	Social Worker Grade 2	Social Worker Grade 3	Grade progression Grade progression shall become effective from 1 April following the date on which the official	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6 <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 2, with 4 annual Above Average Performance assessments

	JOB LEVEL			
			met all requirements.	<p>OR</p> <p>A combined total of 15 years actual service and appropriate post-registration experience, with at least 4 annual Above Average Performance assessments</p> <p><u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 2, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p> <p>OR</p> <p>A combined total of 20 years actual service and appropriate post-registration experience, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p>
8	Social Worker Grade 3	Social Worker Grade 4	<p>Grade progression</p> <p>Grade progression shall become effective from 1 April following the date on which the official met all requirements.</p>	<p>At the earliest after 10 years actual experience on grade 3 with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p> <p>OR</p> <p>A combined total of 30 years actual service and appropriate post registration experience on grade 3 with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance</p>
9		Social Worker Grade 4	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post
10		Social Work Supervisor Grade 1	Appointment in vacant posts (open competition principle applies)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6

	JOB LEVEL			
11	Social Work Supervisor Grade 1	Social Work Supervisor Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6 <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments <u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
12		Social Work Supervisor Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post
13		Social Work Manager Grade 1	Appointment in vacant posts (open competition principle applies)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6
14	Social Work Manager Grade 1	Social Work Manager Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6: <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments <u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u>

	JOB LEVEL			
				At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
15		Social Work Manager Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post
16		Social Work Policy Developer Grade 1	Appointment in vacant posts (open competition principle applies)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6
17	Social Work Policy Developer Grade 1	Social Work Policy Developer Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6 <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments OR A combined total of 13 years actual service and appropriate post-registration experience, of which at least 5 years must be experience in social work policy development , with at least 4 annual Above Average Performance assessments <u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance OR A combined total of 18 years actual service and appropriate post-registration

	JOB LEVEL			
				experience, of which at least 5 years must be experience in social work policy development , with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
18		Social Work Policy Developer Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post
19		Manager Social Work Policy Grade 1	Appointment in vacant posts (open competition principle applies)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6
20	Manager Social Work Policy Grade 1	Manager Social Work Policy Grade 2	Grade progression Grade progression shall become effective from 1 April following the date on which the official met all requirements.	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post as contained in item 6 <u>Above Average Performance (Outstanding performance and Performance Significantly Above Expectations) for grade progression purposes:</u> At the earliest after 5 years actual service on Grade 1, with 4 annual Above Average Performance assessments <u>Satisfactory Performance (Performance fully effective (and slightly above expectations)) for grade progression purposes:</u> At the earliest after 10 years actual service on Grade 1, with at least a combination of 10 annual assessments of Satisfactory and/or Above Average Performance
		Manager Social Work Policy Grade 2	Appointment to higher vacant advertised post (open competition)	Compliance with the educational qualifications, statutory requirements, competencies and experiential competency for the post

NORM FOR PERFORMANCE CATEGORIES

The following guideline, based on the statistical normal distribution curve principles, may be utilised to determine the number of employees that may be allocated the indicated performance categories. In terms of this normal distribution, about 25 percent of employees may generally perform at a level above performance fully effective (and slightly above expectations).

Performance Category	Total Score	The following % of staff should normally fall in this category
Unacceptable performance	69% and lower	3%
Performance not fully effective	70% - 99%	7%
Performance fully effective (and slightly above expectations)	100% - 114%	65%
Performance Significantly Above Expectations	115% - 129%	15%
	130% - 149%	7%
Outstanding Performance	150% - 167%	3%

12. TRAINING AND DEVELOPMENT

As determined by departments based on their service delivery obligations.

13. OTHER CONDITIONS OF SERVICE

As determined by the Minister for the Public Service and Administration and conveyed to departments.

14. AMENDMENT CONTROL SHEET

	ITEM AND DESCRIPTION OF AMENDMENT	EFFECTIVE DATE OF AMENDMENT
1		
2		

3		
4		
5		

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:

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 : Social Work Supervisor

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.
- (e) It will be expected from the Social Workers Grade 4 to mentor and coach the Social Workers Grade 1 to enable them to render an effective and efficient social work service.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- (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.
- (f) The ability to mentor and coach Social Workers Grade 1.

E. APPOINTMENT REQUIREMENTS

a) Qualification

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

b) Experience

None

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 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Social Work Supervisor

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Posts reports to : Deputy Social Work Manager

Date of appointment :

B. JOB PURPOSE

To ensure that social work services are provided by supervisees 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) To ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Attend to any other matters that could result in, or stem from, social instability in any form. Supervise employees engaged in these functions. This would include the following actions:
- (i) Conduct assessments, that are problematic for supervisees, aimed at identifying conditions in individuals, groups, families and communities that justify relevant interventions.
 - (ii) Ensure that the appropriate recommendations and interventions required to address the conditions are identified. Ensure the development and planning of programmes to render the recommended interventions efficiently, effectively and economically.
 - (iii) Ensure that the recommended interventions are implemented by supervisees by providing continuous support, counselling, guidance and advice to supervisees.
 - (iv) Monitor and evaluate the effectiveness of the recommended interventions, ensure reporting on progress and identify further/amended interventions to address the identified conditions.

- (v) Study, interpret, apply and give guidance on legislation and policies in the identified work fields to supervisees and other role players/stakeholders.
 - (vi) Perform statutory functions that are problematic for supervisees relating to the relevant function, compile court reports and attend to court enquiries and the other tasks emanating from these matters.
 - (vii) Ensure that records of social work interventions, processes and outcomes are produced and maintained.
- (b) Supervise and advise social workers, social auxiliary workers and volunteers to ensure an effective social work service. This would, *inter alia*, entail the following:
- (i) Debrief and support supervisees to manage occupational stress and related issues to promote a sound and effective social work service.
 - (ii) Professional and general supervision of the relevant staff.
 - (iii) Quality control of the work delivered by supervisees.
 - (iv) Advise supervisees with regard to all aspects of the work.
 - (v) Manage performance, conduct and discipline of supervisees.
 - (vi) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively by, *inter alia*, mentoring and coaching. This includes continuous professional development activities as prescribed.
- (c) Keep up to date with new developments in the social work field. This would, *inter alia*, entail the following:
- (i) Study professional journals and publications 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-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields.
 - (iv) Engage in continuous professional development activities as prescribed.
- (d) Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required:

- (i) Skills to ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion efficiently and effectively.
- (ii) Knowledge and understanding of human behaviour and social systems and skills to ensure that supervisees intervene efficiently and effectively at the points where people interact with their environments in order to promote social well-being.
- (iii) The ability and competence to ensure that supervisees assist, advocate and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and effectively.
- (iv) The understanding and ability to ensure that supervisees provide social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves.
- (v) Ability to compile complex reports.

E. APPOINTMENT REQUIREMENTS

(a) Qualification

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

(b) Experience

A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP

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 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Social Work Manager

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location :

Posts reports to : Director

Date of appointment :

B. JOB PURPOSE

To ensure that a social work service is delivered by the unit/sub directorate/component and/or 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) Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form.
- (b) Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources.
- (c) Manage of a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. This would, *inter alia*, include the following:
 - (i) General consultation with clients and advising subordinates regarding follow-up actions to be taken.
 - (ii) Management of a social work unit. This would, *inter alia*, entail the following:

- * Ensure that the necessary personnel are recruited and retained within the budgetary constraints.
 - * Ensure sound employment relations.
- (iii) Quality control of the work delivered by subordinates.
 - (iv) Advising subordinates with regard to all aspects of the work.
 - (v) Manage the performance and conduct of subordinates and the social work unit.
 - (vi) Ensure that subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively through the utilisation of, *inter alia*, knowledge management. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills.
 - (vii) Establish, implement and maintain efficient and effective communication arrangements in the unit.
 - (viii) Ensure that subordinates maintain their professional registration as required.
 - (ix) The development and management of the business plan of the unit and reporting on progress as required.
- (d) Keep up to date with new developments in the social work and management fields. This would, *inter alia*, entail the following:
- (i) Study professional journals and publications to ensure that cognisance is taken of new developments.
 - (ii) Monitor and study the social services legal and policy framework continuously to ensure that the work of the unit is aligned with the requirements of such acts and policies.
 - (iii) Liaise/attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations.
 - (iv) Engage in continuous professional development activities as prescribed.
 - (v) Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.
- (e) Plan and ensure that social work research and development are undertaken. Undertake complex social work research.

- (f) Perform and/or ensure that all the administrative functions required in the unit are performed.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- a. Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion.
- b. Expert 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 and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem solving capacities, prevent and alleviate distress and use resources effectively in cases where expert knowledge is required
- d. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves.
- e. The ability to compile complex reports.

E. APPOINTMENT REQUIREMENTS

a) Qualification

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

b) Experience

A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP.

F. CAREER PATHING

a) To higher grade

None

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 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Social Work Policy Developer

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location : National Department / Provincial Head Office

Posts reports to : Manager: Social Work Policy

Date of appointment :

B. JOB PURPOSE

Develop, implement and maintain social work policies.

NOTE:

This job will only appear in the national department and head offices of provincial departments.

C. KEY PERFORMANCE AREAS

- (a) Develop, implement and maintain social work policies:
- (i) Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements.
 - (ii) Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the policies.
 - (iii) Develop programmes to implement the relevant policies.
- (b) Keep up to date with new developments in the social work field. This would, *inter alia*, entail the following:
- (i) Study professional journals and publications to ensure that cognisance is taken of new developments.

- (ii) Monitor and study the social services legal and policy framework continuously.
 - (iii) Liaise/attend meetings with other departments, non-government institutions and relevant stakeholders to take cognisance of the latest developments in the relevant fields.
 - (iv) Engage in continuous professional development activities as prescribed.
- (c) Research and development.
 - (d) Perform the administrative functions required in the unit.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- a) Project Management skills;
- b) Planning and organizing;
- c) Networking skills;
- d) Communication (written and verbal);
- e) Professional counselling skills;
- f) Policy Analysis and development;
- g) Financial management;
- h) Presentation skills;
- i) Monitoring and evaluation skills
- j) Ability to compile complex reports.

E. APPOINTMENT REQUIREMENTS

- (a) Qualification

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

- (b) Experience

A minimum of 8 years appropriate experience in social work after registration as Social Worker with the SACSSP.

F. CAREER PATHING

- a) To higher grade**

Compliance with the requirements 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 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE:

JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Manager: Social Work Policy

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location : National Department / Provincial Head Office

Posts reports to : Director

Date of appointment :

B. JOB PURPOSE

To ensure that policies for rendering a social work service is developed, implemented and maintained.

NOTE:

These jobs will only appear in the policy component of the national department and the head offices of provincial departments.

C. KEY PERFORMANCE AREAS

- (a) Develop/facilitate the development of policies for rendering a social work service in departments.
 - (i) Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements.
 - (ii) Develop proposals to amend/maintain the relevant acts, policies and procedures and develop new policies/procedures where required. This includes costing the relevant policies.
 - (iii) Develop programs to implement the relevant policies.
- (b) Manage a social work policy unit to ensure that the required legislating policies and procedures are developed through the efficient and effective utilisation of human resources. This would, *inter alia*, include the following:

- (i) General consultation with stakeholders and advising subordinates regarding social work policy to be taken.
 - (ii) Management of a social policy unit. This would, *inter alia*, entail the following:
 - * Ensure that the necessary personnel are recruited and retained within the budgetary constraints.
 - * Ensure sound employment relations.
 - (iii) Quality control of the work delivered by subordinates.
 - (iv) Advising subordinates with regard to all aspects of the work.
 - (v) Manage the performance and conduct of subordinates and the social work policy unit.
 - (vi) Ensure that subordinates are trained and developed to be able to deliver work of the required standard. This would include providing mentorship and guidance to subordinates to assist them to integrate theory and practice, and to develop appropriated skills.
 - (vii) Establish, implement and maintain efficient and effective communication arrangements in the unit.
 - (viii) Ensure that subordinates maintain their professional registration as required.
 - (ix) The development and management of the business plan of the unit and reporting on progress as required.
- (c) Keep up to date with new developments in the social work and management fields. This would, *inter alia*, entail the following:
- (i) Study professional journals and publications to ensure that cognisance is taken of new developments.
 - (ii) Monitor and study the social services legal and policy framework continuously.
 - (iii) Liaise/attend meetings with other departments and non-government institutions to take cognisance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organisations.
 - (iv) Engage in continuous professional development activities as prescribed.
 - (v) Monitor and study the human resource, financial and general management frameworks of the Public Service to stay abreast of the latest developments.

- (d) Plan and ensure that social work policy research and development are undertaken. Undertake complex social work research.
- (e) Perform and/or ensure that all the administrative functions required in the unit are performed.

D. INHERENT REQUIREMENTS OF THE JOB

The following knowledge and skills are required for appointment:

- a) Project Management skills;
- b) Planning and organizing;
- c) Networking skills;
- d) Communication (written and verbal);
- e) Professional counselling skills;
- f) Policy Analysis and development;
- g) Financial management;
- h) Presentation skills;
- i) Monitoring and evaluation skills
- j) People management skills.
- k) Ability to compile complex reports.

E. APPOINTMENT REQUIREMENTS

- (a) Qualification

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

- (b) Experience

A minimum of 10 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 5 years must be appropriate experience in social work policy development.

F. CAREER PATHING

- a) To higher grade**

Compliance with the requirements 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 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.

JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: