

## VACANCY

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|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>                 | <b>Social Worker - ENTRY LEVEL</b>                                                                                                                                                |
| <b>Programme(s)</b>              | Advocacy Programme                                                                                                                                                                |
| <b>Work Location</b>             | Scalabrini Centre of Cape Town, 47 Commercial Street, Cape Town                                                                                                                   |
| <b>Work Hours</b>                | 40 hours per week (Monday to Friday), occasionally after hours / on a weekend                                                                                                     |
| <b>Closing date</b>              | 02 October, 16:00                                                                                                                                                                 |
| <b>Email your application to</b> | <a href="mailto:recruitment@scalabrini.org.za">recruitment@scalabrini.org.za</a> inclusive of CV with contactable references, Identity Document and Current SACSSP Practice Card. |
| <b>Important</b>                 | This is an entry level position providing non-statutory social work.                                                                                                              |

### About SCCT

The Scalabrini Centre of Cape Town is a South African NPO and designated as a Child Protection Organisation (**Prevention and Early Intervention**) advocating for the rights of people on the move. Our mission is to welcome, to protect, to promote and to integrate, people on the move into local communities.

### Purpose of position (summary):

The Scalabrini Centre of Cape Town seeks to appoint an **entry level social worker to provide non-statutory social work** services within its Advocacy Programme. The primary focus of the role is to support children on the move, including unaccompanied and separated children, as well as their caregivers and families. Through needs assessments, case management, advocacy, referrals and accompaniment, the Social Worker will promote access to protection, documentation, education, healthcare and other essential services. The successful candidate will work within a child-centred, rights-based framework that upholds the best interests, dignity and wellbeing of every child.

### Primary Duties and Responsibilities:

- Conduct assessments for vulnerable clients and assist with birth registration, school- and health access related matters (including accompaniment for age estimation); provision of advice to clients where needed.
- Maintain case notes and files, as prescribed by legislation and in a manner that allows for efficient and effective assistance and reporting.
- Capture client information and services rendered on the Scalabrini Centre's Client Management Database and assist with the compilation of programme statistics, reports and monitoring data as required.
- Accompaniment of clients to the Department of Home Affairs and other service providers - to assist with advocating for documentation;
- Attendance of Best Interest Determination Panels, and Best Interest Assessment meetings with partner organisations, CYCCs, and DSD officials.
- Any other duties assigned - in line with the role function and or in service of the outcome goals of the programme.

### Minimum Qualifications, Skills and Experience:

#### Minimum requirements:

- A formal tertiary qualification in Social Work (Bachelor of Social Work)
- 1 – 2 Years experience after registration as a Social Worker at the SACSSP.
- Analytic and decisive decision-maker with the ability to prioritize and achieve results
- Excellent English verbal and written communication skills
- Proficient in Microsoft Word, PowerPoint, and Excel

#### Advantageous

- Facilitation skills
- Experience in working with refugees and migrants
- Speaking additional languages e.g. French, Swahili

### PLEASE NOTE:

Only short-listed candidates will be contacted. Scalabrini Centre reserves the right not to make any appointment in this position. Shortlisted individuals may be contacted for any further supporting documents and registration details needed. Scalabrini Centre has a zero-tolerance policy regarding sexual exploitation and abuse, sexual harassment, abuse of authority and discrimination; and adheres to strict child safeguarding principles. Selected candidates will be expected to undergo reference and background checks, including verification of academic credential(s) and employment history. Selected candidates may be required to provide additional information in this regard, and or be subjected to practical evaluation.