

KHULA DEVELOPMENT GROUP – OCCUPATIONAL THERAPIST/S2H PROGRAMME COORDINATOR

Khula Development Group has an exciting opportunity for an innovative and motivated person who would like to make change in the lives of vulnerable children and families. We are looking for an Occupational Therapist to join our team. This person will serve both our Paarl and Stellenbosch branch and can be based either in Paarl or Stellenbosch.

Khula Development Group is a registered non-profit organisation (NPO) and ministry with the mission to promote a positive culture of learning and strengthen the value of education and attendance for children at risk of school disengagement through school, home and community-based preventative and restorative initiatives. Khula is active in Paarl (Paarl East) and Stellenbosch (Cloetesville and Klappmuts) in the Western Cape.

The School2Home Programme is an early intervention programme designed to prevent learners from primary schools dropping out of school. The programme provides school and home-based support for learners presenting with early warning signs indicating an increased risk of school disengagement. The programme also offers parental support for primary caregivers and support for the educators and school staff. The programme focuses on play as a central part of learning and development for children and adults. This programme functions as part of a collaborative team, working closely with other programmes and other role players and stakeholders. The School2Home Programme Coordinator is responsible for the successful implementation and execution of all components of the programme.

Person Specification:

Minimum Criteria / Essential:

- Bachelor's degree in occupational therapy
- Experience in team management, organisational management, and networking
- Knowledgeable in understanding developmental delays, learning problems and psychosocial disorders in children, and compiling intervention strategies
- Knowledgeable in assessment skills and developing comprehensive support plans for children
- Fluent in Afrikaans and English
- Excellent verbal and written communication-report writing
- Technologically proficient (MS Word, Excel, PowerPoint and Teams, cloud database, Outlook)

Additional Criteria:

- Physically fit
- Experience in the South African education system
- Excellent Leadership and People Management Skills
- Clear Personal- and Professional Boundaries
- Ability to do basic data collection and analyses including visualisation of data, forming sound conclusions and recommendations from data
- Energetic and Influential

Qualities / Character Traits:

- Strong personal relationship with Jesus Christ.
- Ability to adapt to an ever-changing work environment
- Excellent Problem-Solving Skills using creativity
- Excellent Work Ethics and sense of Responsibility
- Capable to work in a team and manage conflict
- Innovative and Assertive
- Emotionally Mature

Main purpose of the job:

- Providing a support service as Occupational Therapist to all programs and schools in collaboration with the team.
- Coordinating the School2Home programme in the school and home support in the community.
- Managing Facilitators, Community Workers and Interns in the School2Home Programme.

Position in the organisation:

- The Programme Coordinator will report to the Branch Manager

Primary Responsibilities:

Programme Management: 50% <ul style="list-style-type: none"> • Maintain and run the S2H Programme in accordance with policies and • Ensure the successful and consistent implementation and execution of the S2H programme in collaboration with the branch managers. This includes management and supervision of the facilitators. • Liaise with the Love2Learn programme and Child Wellbeing Service in the best • Constant evaluation and adjustment to the current model for the programme. • Ensuring adequate monitoring and evaluation of the programme. • To provide in-house training and mentoring of the programme staff. • To serve as a designated child protection officer and special needs agent at the • Building of relationships with schools and community stakeholders. 	50%
Individual/Group Therapy: 30% (This includes assisting facilitators with the below mentioned responsibilities) <ul style="list-style-type: none"> • Assessment of referred learners. • Developing effective care plans for learners to reach goals. • Doing individual or group therapy with referred learners. • Writing reports. • Doing the necessary referrals for learners. 	30%
Administration/Other: 20% <ul style="list-style-type: none"> • To complete organisational documentation and reports on a timely basis. • To attend organisational and external meetings with stakeholders. • Networking on individual, school, community and systemic level. • Awareness raising campaigns and collaboration projects. 	20%

The official start date of this position will be **8 April 2024** but it is preferred that the candidate will be able to start on **4 March 2024** to work alongside the current Occupational Therapist for orientation and handover. You can send your complete CV, at least two contactable references, copy of your ID, copy of registration of HPCSA and motivational letter to lize@khuladg.co.za The closing date for submission of applications is **19 February 2024**.