

KHULA DEVELOPMENT GROUP SEEKS TO EMPLOY A SCHOOL ASSISTED PROGRAMME FACILITATOR IN PAARL

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, Idas Valley and Klapmuts) in the Western Cape.

PRIMARY RESPONSIBILITIES:

Main purpose of the job

- Responsible for the successful implementation and execution of all components of the programme.
- Responsible for co-managing community workers.

Major activities and related duties

Educational and Community-Based Support:

- Facilitate one-on-one and group educational and basic psychosocial support sessions in school and in the community.
- Compile sufficient support plans for each child including screening, assessments, planning support and appropriate referrals.
- Aid primary caregivers to establish a culture and routine of @homelearning, and value of education at home.
- Responsible for doing referrals to the relevant child protection support team or other external support services.
- Promote a culture of school attendance in the school and community.
- Manage and work in a team with community workers, providing prescribed support under guidance of the coordinator. Management includes to support the team in terms of time, duties, and capacity.
- Responsible to work with an integrated approach alongside the different programmes.

Establish working relationships:

- Build rapport with children, primary caregivers, and significant others.
- Facilitate relationships within the school and relevant role-players.
- Organise, plan, and prepare for SBST, and other school-related, meetings within schools.
- Work effectively within the different programmes and a multidisciplinary team.
- Establish working relationships within the internal programmes, including continuous internal case discussions, internal referrals, and internal communication re. progress, concerns and support of the children and families.

Administrative Tasks

- To do logistical planning and organising of schedules, programmes, and projects
- To complete organisational documentation and reports timeously including monthly statistical reports
- To attend staff meetings and supervision discussion
- To manage and report on petty cash issued on a timeously and prudent basis

Qualifications:

- NQF Level 4 (matric) (+ Recognised Prior Learning)
- Post-matric qualification and/or experience in community development, education, early childhood development, social work
- Driver's license

Minimum Criteria / Essential:

- Experience in working with young children
- Fluent in English and Afrikaans, verbally and written.
- Excellent verbal and written communication (meetings, phone calls, e-mails and written reports)
- Good report writing skills (weekly reports, monthly reports, project reports)
- Technologically proficient (MS Word, Excel, PowerPoint, Teams, cloud database, Outlook)
- Physically fit (Need to be able to pass an annual fitness tests)
- Emotionally stable
- Excellent networking skills
- Clear personal- and professional boundaries
- Adaptability to work in all programmes in Khula Development Group
- Willing to work and walk long distances in extreme weather conditions.
- Energetic and influential

Special attributes:

- Strong personal relationship with Jesus Christ.
- Resilience and adaptability - Ability to work in fast paced and changeable environment.
- Excellent interpersonal and communication skills – written and verbal - in Afrikaans and English.
- Excellent Problem-Solving Skills
- Excellent Work Ethics
- Responsible and Ethical
- Capable to work in a team – Good team player
- Assertiveness and good interpersonal skills
- Conflict Management Skills (using effective communication chains, conflict resolution skills)
- Innovation and Creativity
- Passion & Determination
- Integrity (Honest, Reliable, Accountable)
- Change Agent / Role Model /Advocate in your community

Physical attributes:

- Physically fit, healthy, and strong (Need to be able to pass an annual fitness tests).
- Emotionally resilient and stable.



Closing Date 8 December 2022.

Please submit your CV, two references and a one-page motivation letter to linda@khuladg.co.za

Only short-listed applicants will be contacted.