



#### Head Office

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## CHOC CHILDHOOD CANCER FOUNDATION SOUTH AFRICA

BASED: CHOC Northern Region

POSITION: Child & Family Support Assistant (SOCIAL AUXILIARY WORKER) (Paediatric Haematology and Oncology Unit at Steve Biko Academic Hospital)

REPORT TO: CHOC PSYCHOSOCIAL SUPPORT SERVICES MANAGER CONTRACT

TYPE: PERMANENT

START DATE: 1 March 2025

### **MAIN PURPOSE:**

To provide a supportive role to the Social Worker to ensure that children and teens diagnosed with cancer, or a life-threatening blood disorder and their families benefit from appropriate non-medical resources within and outside the hospital.

The incumbent's job description, under the supervision and guidance of the social worker, entails but is not limited to the following.

### **THE RESPONSIBILITIES ARE:**

New Patient Intake:

- Undertake orientation of new patients and their families to the unit and the hospital.
- Undertake psychosocial assessment of patients and their families.

### **Counselling:**

- Assist the medical team in the breaking of bad news.
- Provide basic counselling and support to children and teens diagnosed with cancer or life-threatening blood disorders and their families.
- Support the ward social worker and medical team in preparing the patient and/or parent/family for medical and treatment procedures.
- Support the ward social worker with the setting up and running of support groups.
- Provide support to the dying child and family under the guidance and supervision of the social worker.
- Provide practical bereavement support for families in consultation with the social worker.

#### Assessments and Follow-ups:

- Undertake follow up enquiries on patient/families' socio-economic circumstances and in liaison with the social worker ensure that the appropriate assistance is sought.
- In consultation with the social worker refer families for admission to the CHOC House when and where appropriate.
- Contact families when appointments are rescheduled.
- Assess families' reasons for defaulting on treatment and intervene accordingly.
- In consultation with the social worker, ensure that appropriate discharge planning is carried out.

#### Additional Service Delivery:

- Liaise with Childhood Cancer Network organisations to ensure optimum services are provided to the children and their families.
- Be aware and informed of community resources that can benefit the patients and their families.
- To develop a resource directory to service the haematology and oncology community in the Gauteng South region.
- Provide interpreting services as and when required.
- Assess, prepare, and facilitate children who are well enough for the attendance of camps.

#### General and Administration:

- Administer and record the distribution of care bags to newly diagnosed families.
- Administer and record the transport fund and assist families with transport arrangements when necessary.
- Administer and record the food voucher/hamper programme and financial bereavement support.
- Keep accurate records/reports of psychosocial support services provided.
- Complete and submit the monthly STAT report to the PSSM and RM within the first week of the month.
- Complete Salesforce data on a daily, weekly, and monthly basis and submit accordingly.

#### Personal and Professional Growth:

- Attend regular supervision with the CHOC social worker.
- Attend the monthly Psychosocial Staff Teams Meeting with the PSSM and Chief Social Worker.
- Attend twice a year the in-person CHOC Psychosocial Support Staff Team Meeting.

#### Ward and Team Meetings:

- Attend weekly Ward and Team Meetings as specified by the CHOC social worker.

#### Educational Interventions:

- Assist the social worker with linking the patient with the Hospital School.
- Assist the social worker with the facilitation of the patient's re-integration into the mainstream school system when needed.

#### Support Program:

- Assist with the planning and the organising of ward parties for the children throughout the year.

Private and Confidential

- Assist with the planning and the organising of the annual Remembrance Service.
- Assist with the planning and organising of the ward birthday programme.
- Assist with organising parents for parent support projects/programmes in the ward.

**THE MINIMUM REQUIREMENTS FOR THE POST ARE:**

**Qualification:** A recognised Social Auxiliary Work Certificate and up-to-date proof of registration with the S.A. Council for Social Service Professions (SACSSP).

**Experience:** Minimum of two or more years of experience as a qualified social auxiliary worker in the child/youth and/or health sector. Having worked in a multi-disciplinary team will be to your advantage.

**Skills and Attributes:** Maturity, high-stress tolerance, comfortable working in the field of loss, death and dying, ability to work independently and as part of a multidisciplinary team.

**Additional Training:** Computer literacy (Outlook, MS Office; Word, Excel, PowerPoint) and good administrative skills.

**Language Proficiency:** Fluency in English, Zulu, and Tswana, and a good understanding of the main African languages spoken in the area.

**Other:** A valid unendorsed South African driver's licence.

With salaries in the range of R144 000 – R180 000 per annum, CHOC contributes towards pension funds and medical aid after a successful probationary period.

To apply submit your CV with the names and contact details of at least 3 recent referees as well as the following documentation to reach the HR Coordinator at [vacancies@choc.org.za](mailto:vacancies@choc.org.za) no later than 10<sup>th</sup> January 2025.

Please use SB Social Auxiliary Worker on the subject line.

- Certified copy of your identity document
- Certified copy of your driver's licence
- Certified copy of your qualification/s
- Certified copy of your academic record
- Certified copy of your SACSSP registration certificate

**If you have not received a response by 17<sup>th</sup> January 2025 consider your application unsuccessful**