

MAESHADI MARIA TSELA

Social Auxiliary Worker

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PERSONAL DETAILS

Date of Birth:
4 September 1994

Gender:
Female

Nationality:
South African

Location:
Pretoria; Gauteng

Proficient Languages:
English, Sepedi, IsiZulu

SKILLS

- Relationship building
- Administration
- Creativity & Innovation
- Integrating Theory
- Report writing
- Data collecting & capturing
- Critical thinking
- Result Orientated
- Interpersonal Skills
- Microsoft Office
- Presentation
- Customer Care
- Competency
- Coordination
- Telephone Etiquette
- Planning & Organizing
- Facilitation
- Verbal and Written Skills
- Computer Literacy
- Ability to work long hours voluntarily
- Ability to work individually and in team
- Ability to work under extreme pressure
- Ability to work with difficult persons and to resolve conflict

PROFILE

I am registered as a Social Auxiliary Worker with SACSSP for the year 2024/25. I have experience in working with children and youth, the family system, communities, drug addiction and administration. I am looking for a post that will further enhance my knowledge and help me grow in this field while making a change in the lives of others. I am able and willing to relocate.

EDUCATION

Course: Social Auxiliary Worker **Completed:** 2023
Institution: University of South Africa

Course: Electrical Infrastructure and Construction N4 **Completed:** 2017
Institution: Nkangala Tvet College

Qualification: National Senior Certificate **Completed:** 2013
Institution: Mabake Secondary School

WORK EXPERIENCE

(August 2023 – December 2023)

Employer: Second Chance Recovery Centre

Position: Student Social Auxiliary Worker

Responsibilities:

- Providing 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
- Assisting social workers to attend to any other matters that could result in, or stem from, social instability in any form
- Implementing prevention, education and development programs
- Assisting with Community based after care
- Administrative support opening files, doing intake interviews, keeping records, taking minutes of meeting and keep statistics
- Giving practical support, material support, emotional support and recruitment of volunteers after care service
- Submitting daily, weekly, monthly, quarterly reports timeously
- Identify and maintain personal and professional develop by attending relevant course and conference
- Holding a community event where substance use and abuse was done
- Facilitating group sessions with clients of the centre

(April 2021 – December 2023)

Employer: Rand Capital Coffee

Position: Supervisor

Responsibilities:

- Scheduling restaurant staff and delegating tasks
- Hiring, training, and managing restaurant staff,
- Supervising the preparation, display, and delivery of food and drinks
- Ensuring all staff follow strict personal safety, food safety and food storage guidelines
- Supervising and maintaining restaurant cleanliness to meet regulatory sanitation and hygiene standards

KNOWLEDGE & UNDERSTANDING OF:

- Promoting Social well-being
- Social Dynamics
- Individuals, groups, & communities
- Sponsor seeking
- PERSAL System
- CRM
- Child development
- Group work
- Community work
- Children's Act no 38 of 2005
- Electrical Installations
- Electric theory and concepts
- Electronic troubleshooting
- Circuit design and analysis
- Electrical and electronics testing equipment
- Adapting new concepts while working under pressure
- Quality Assurance
- Technical writing and documentation
- Safety protocols and regulations

- Managing inventory and ordering needed supplies
- Interacting with restaurant guests to gauge satisfaction and improve customer service
- Responding to customer feedback and resolving conflicts effectively
- Operating the point-of-sale system and processing payment
- Handling staff payroll, leave requests, and other administrative duties

(Currently)

Employer: Outreach Foundation

Position: Social Auxiliary Worker

Responsibilities:

- Administration
- Responsible for all case files
- Provide psychosocial support, life skills and career counselling
- Record-keeping procedures, including reporting verbally to the supervisor and completing relevant program forms.
- Do intakes and referrals
- Collect information relevant to clients needs and assessing their relevant skills, strengths and deficits
- Group facilitation
- Assist with projects
- Assist with community awareness campaigns
- Assist with monitoring and reporting on client's progress
- Identify community resources for clients
- Conduct follow-ups with new and existing clients telephonically and by way of home visits
- Maintain contact with other social service agencies, schools and health care providers involved with clients to provide information and obtain feedback on client's overall situation and progress

REFERENCES

Thobekile Dube

Rand Capital Coffee - Manager

010 003 7729

Mphatlo Masoga

Second Chance Recovery

Center - Social Worker

012 805 5999

Sibongile Mnkandla

Outreach Foundation- Social Worker

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