CURRICULUM VITAE

 OF

 CAROLINE KGAREBE MATONA

 CURRICULUM VITAE

 PERSONAL DETAILS

Surname Matona

Name Caroline Kgarebe

Identity number 6808100636083

Date of birth 1968/08/10

Gender Female

Marital status Single

Nationality South African

Home language South Sotho

Other languages North Sotho/Setswana/Zulu & English

Contact numbers 0835419036/0661930921

Email address kgarebe.cm@gmail.com

Postal address 7162B Diepkloof Zone 4

 Modisa Street, 1864

Health Good

Driver's license Code 08

EDUCATIONAL QUALIFICATIONS

Last school attended Thuto-Lore Secondary School

Year 1987

Highest grade passed Grade11

Hobbies Reading/cooking/charity work and travelling

OTHER COURSES UNDERTAKEN

Course Basic Qualification in Child & Youth Care

Place NACCW

Year 1998

Course National Diploma in Child & Youth Development

Place TECHNIKON SA

Year 1999 (not completed)

Course Criminal Justice - Restorative Justice

Place DAMELIN

Year 2006

Course Social Auxiliary Work

Place JOBURG CHILD WELFARE ( AGANANG )

Year 2018

PREVIOUS EMPLOYMENT

Name of institution Cotlands Babies Sanctuary

Address 134 Stanton Street, Turffontein

Position Childcare worker

Duties Creating a safe environment for children

 Rendering emotional/physical and social care

Year 1995 - 2001

Name of institution Epworth Children Village

Address Number 47, 9th Avenue Lambton Extension 1

 Germiston 1401

Position Senior Child & Youth Care Worker

Duties Supervision of the children and staff

 Training for newly appointed staff

 Report writing

 Administer medication for children

 Rendering holistic care

Year 2001 - 2006

PROMOTION

Department Therapy & Assessment Centre

Position Therapy&Assessment Coodinator

Duties Oversee the administration and running of the centre

 Record keeping and collection of the statistics

 Maintenance of the centre resources

 Liaise with the stakeholders who utilize the centre

Year 2007 - 2021

Department Social Work

Position Social auxiliary worker

Duties Updating the policies and procedure for all department

 Recruiting/training and managing of volunteers

 Liaise between volunteers and childcare workers

Year 2007 - 2021

CURRENT EMPLOYMENT

Name of institution The Johannesburg Children's Home

Address 59 Urania Street, Observatory, Johannesburg

Position CYCW Supervisor

Duties Co-ordinate activities/programs for the children

 on weekends and holidays

 Ensure that CYCW follow a structured

 developmental program with children

 Ensure that a code of ethics is followed

 by child care workers

 Manage complaints and grievances from

 Child and Youth Care workers

 Lead the Child and Youth Care Team in

 implementing a positive approach to

 parenting and managing behaviours of

 of children in a non-punitive manner

Year 2022 - ongoing

REFERENCE

Jackie Schoeman (Director) Cotlands Babies Sanctuary 011 683- 7200

Penny-Ann Lundie (Director) Epworth Children's Village 011 827- 5732

Kim De Allende (Manager) Johannesburg Children's Home 011 648- 1120