



Head Office

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CHOC CHILDHOOD CANCER FOUNDATION SOUTH AFRICA

Position: Chief Social Worker
Based at: CHOC Head Office (Rivonia)
Reports to: Psychosocial Support Services Manager
Start Date: 1 March 2025

Relevant Acts: Social Service Professions Act 1978, Children's Act no 38 of 2005, CHOC Policies, Procedures and Protocol

Purpose: The position of Chief Social Worker in CHOC Childhood Cancer Foundation is a leadership role in which the person appointed acts in a second in charge, support capacity to the Psychosocial Support Services Manager (PSSM). The core function is that of supervision, education, and the facilitation of professional development of the psychosocial team.

The appointee acts in a participative, supportive and educational role in the management of the CHOC Psychosocial Support Programme in the interest of promoting a high standard of professional psychosocial support services to the Pediatric Oncology Fraternity, the medical team and the patient and family in the childhood cancer community.

Responsibilities:

Recruitment, Orientation, and Induction

Assist the PSSM with the recruitment and selection of new staff.

Liaise with the relevant Regional Manager (RM) to ensure an orientation programme to the region is prepared for the SW/SAW.

Assist the PSSM with facilitating probation review sessions for newly employed SW & SAW's.

Assist the PSSM in the preparation of the formal Induction Programme (5 day) hosted at Head Office.

Assist the PSSM in the running and facilitation of the Induction Programme.

Supervision

Set supervision/consultation dates with all team members.

Set goals for supervision.

Prepare supervision agenda.

Ensure supervision/consultation takes place.

Evaluate progress regularly.

Assess when junior team members are ready to transfer to consultation.

Provide supervision/consultation on request or as the need arises.

Run monthly group supervision sessions.

Facilitate goal setting, case discussions and evaluations in group supervision.

Keep supervision notes and reports up to date.

Encourage/motivate staff to undertake student supervision. Supervise the supervision.

Ensure the level of professional competence is acceptable.

Discuss any concerns re staff performance timeously with the PSSM.

Continued Professional Development (CPD)

Identify, in consultation with the PSSM and the psychosocial team, relevant topics to present/prepare/organise for the bi-annual CPD Workshops.

Prepare and submit applications for continued professional development (CPD) timeously to the South African Council for Social Service Professions (SACSSP) for assessment.

Support the psychosocial staff in the implementation of new programmes and developments. Identify individual goals and workplan towards achieving those goals.

Encourage staff to attend lectures/workshops/seminars/conferences on relevant topics when the opportunity or need presents itself.

Encourage staff to present abstracts for such conferences.

Encourage the participation in research and/or further study when the opportunity presents itself.

Administration/Accountability/Monitoring/Evaluation

Ensure all psychosocial staff are aware of policies, protocols, and procedures.

Ensure that the above is complied with.

Check that the administration of the team is of a professional standard.

Check that psychosocial assessments are done and are of a high professional standard.

Monitor the capturing of data on the Salesforce system. Assist staff with any challenges in this regard.

Attend to any IT challenges staff may experience and liaise with IT support to get it sorted timeously.

Check the need for and nature of statistics that may be required by the relevant hospital social work departments or management.

Plan and execute annual visits (minimum) with the psychosocial staff in the regions.

Assist the PSSM in the overall monitoring and evaluation of the psychosocial programme in the regions.

Check the registration status of all staff members with the SACSSP.

Management Support Function

Assist the PSSM in the overall management of the psychosocial programme.

Stand in for the PSSM (second in charge) when she is not available.

Assist in the planning and implementation of any changes in accordance with CHOC's growth and development.

Assist the PSSM in identifying the need for any new policies or procedures.

Assist the PSSM in formulating and implementing such policies.

Attend/chair monthly psychosocial staff Teams Meetings.

Take responsibility for allocated/delegated tasks.

Represent the PSSM at HO/the regions/SACCSG when necessary and required.

Assist the PSSM in the recruitment and selection of new staff.

Represent the CHOC Psychosocial Programme at community level when necessary.

Skills and Attributes:

Must have a high level of administrative maturity, tact, and diplomacy.

Excellent analytical skills, ability to interpret data and devise action plans.

Perform under pressure.

Ability to work independently, manage own time and prioritise work.

Ability to maintain a high level of professionalism and integrity.

Ability to maintain confidentiality.

Ability to challenge and influence at all levels.

Upholding the values of social work in what you say and what you do.

Willingness to travel as and when required.

Critical thinking skills

Ability to engage with various CHOC stakeholders.

Excellent reporting writing skills

Ability to influence and negotiate with a range of stakeholders.

Good organisational skills

Ability to use discretion and be proactive.

Responsible for own mental and well-being.

Responsible for own professional development

Application Requirements:

Qualification: A recognised BA Social Work Degree (Honours) with major in Psychology.

Registration: Up to date proof of registration with the S.A. Council for Social Service Professions (SACSSP).

Experience: A minimum of 5 years' experience as a Social Worker of which 3 years must be within a medical/paediatric oncology unit.

Other: Valid driver's license is essential.

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

Salary in the range of R336 000 – R372 000 per annum, CHOC contributes towards a pension fund and medical aid after a successful probationary period.

To apply, please submit your CV with the names and contact details of at least 3 recent referees as well as the following documentation to the HR Coordinator at vacancies@choc.org.za no later than 10 January 2025. Please use Chief Social Worker in the subject line.

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

If you have not received a response by 17th January 2025 consider your application unsuccessful