



## Saartjie Baartman Centre FOR WOMEN & CHILDREN

### VACANCY: SOCIAL AUXILIARY WORKER

### THE SAARTJIE BAARTMAN CENTRE FOR WOMEN AND CHILDREN: HEALTH PROGRAMME

The Saartjie Baartman Centre for Women and Children (SBCWC) is a one-stop centre for women and children who are survivors of Gender-Based Violence. SBCWC seeks to appoint an Auxiliary Social Worker, based in Cape Town. The incumbent will be working within our Health programme.

This is a full-time position with flexible hours. The successful candidate should be available to work overtime if needed, with flexible hours as required by the needs of the Centre and the programme.

#### Responsibilities include:

Provide support and assistance to the nurse and counselling team

Maintain good administrative systems, including meticulous record-keeping

Provide monthly reports to the professional nurse and Residential and Intake Coordinators

Liaise with the professional nurse and case managers

Document services provided meticulously and on a regular basis

Participate in team meetings, reviews, and quality improvement strategies

Present workshops, health education and outreach services in the community

Transport clients to external facilities as required (a vehicle will be provided by SBCWC)

Assist the professional nurse with health assessments

#### Requirements:

- SAW diploma or higher certificate and proof of current registration
- Minimum three years' experience working in a similar position or with survivors of domestic violence

Non Profit Organization Reg. No. 014-121 NPO

M. Komote (Chairperson); C. Blouws (Vice Chairperson); L. O'Brien (Treasurer);  
K. Motileni (Board Member); S. Chetty (Board Member).  
B. Bachar (Director), and K. Williams (Staff Representative).

Postal Address: PO Box 38401, Gatesville, 7766

Physical Address : Klipfontein rd, Athlone, 7764

T : +27 21 633 5287 | F : +27 21 637 3487 | Website: [saartjiebaartmancentre.org.za](http://saartjiebaartmancentre.org.za)

**VIOLENCE ENDS HERE ● ONE STOP**



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- Flexibility with working hours and availability to perform overtime
- Fluency in at least two official languages
- Strong written and spoken communication skills
- Computer literacy
- Attention to detail
- Ability to work effectively in a team
- A valid driver's license and the capability to transport clients (vehicle provided by SBCWC)
- Approachable, collaborative, and willing to learn as well as teach
- Team-player capable of working both collaboratively and independently
- Flexible and able to multi-task
- Excellent written, verbal, and presentation skills
- Superb interpersonal skills
- Deep passion for SBCWC's mission and values including respect, kindness, support, empowerment and a feminist ethics of care.

To apply, submit your CV together with a motivating letter and three references to [admin@womenscentre.co.za](mailto:admin@womenscentre.co.za) by 10 January 2025. Any queries can be addressed to Robyn on 021 633 1253.

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