

- (c) Supervise staff to ensure an effective care service.
 - (i) Assist and support staff with social challenges impacting on their performance.
 - (ii) Quality control of the work delivered by supervisees.
 - (iii) General supervision of the relevant staff.
 - (iv) Maintain a healthy interpersonal relationship with staff.
 - (v) Manage performance, conduct and discipline of supervisees.
 - (vi) Ensure that all supervisees are trained and developed to be able to deliver work of the required standard.
- (d) Keep up to date with new developments in the child and youth care field.
- (e) Supervise and perform the following clerical/administration functions.
 - (i) Ensure the completion of daily registers e.g log books, medication registers, incident reports etc.
 - (ii) Ensure that attendance registers are signed and kept up to date.
 - (iii) Perform all the clerical functions required by the job.
 - (iv) Interpret, analyse and give guidance on relevant policy and legislation to supervisees.
 - (v) Compile reports as required.
 - (vi) Recommend the requisitions and purchasing of goods.

3. INHERENT REQUIREMENTS OF THE JOB

Knowledge	Minimum standards. Performance management system. Child Care Act Batho Pele Principles Administrative procedures New development and methodologies in Child and Youth Care Work
Skills	Good communication Conflict management

	<p>Problem-solving</p> <p>Ability to interpret policies and legislation</p> <p>Planning and organising</p> <p>Computer literate</p> <p>Monitoring and evaluation</p> <p>Basic research and analytical skills</p> <p>Presentation and facilitation</p> <p>People management and empowerment</p>
Personal attributes	<p>Understanding</p> <p>Non-judgemental</p> <p>Respectful</p> <p>Caring</p> <p>Assertive</p> <p>Tolerant</p> <p>Ability to motivate</p>
Learning Field	<p>Life skills training</p> <p>FET Level 4</p> <p>Experience in residential care</p>

4. APPOINTMENT REQUIREMENTS

(a) Qualification

An appropriate NQF level 4 (grade 12) or equivalent qualification.

(b) Experience

A minimum of 10 years appropriate experience in Child and Youth Care work after obtaining the required qualification.

5. CAREER PATHING

(a) To higher grade

Compliance with the requirement of higher grade.

(b) To higher post

Compliance with the requirements of higher post.

6. AMENDMENTS TO JOB DESCRIPTION

The Head of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem reasonable, after due consultation with the post holder.

7. PERFORMANCE AGREEMENT

The Performance Agreement of the post holder, which contains a workplan and specific target dates, should be read as an extension of this job description. The performance agreement may also contain an annexure outlining any standard operating procedures that the post holder should adhere to during the execution of his/her key performance areas.

8. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: