

BENCHMARK JOB DESCRIPTION

A. JOB INFORMATION SUMMARY

Name of jobholder: :

Job title : Child and Youth Care Worker (Production)

Core code :

Post level and salary code :

Occupational class code :

Name of component :

Location : Care facility(residential/secure care)

Posts reports to : Team Leader

Date of appointment :

B. JOB PURPOSE

To render care and developmental life space work of a routine nature to children and youth in need of care/in conflict with the law.

C. KEY PERFORMANCE AREAS

- (a) Receive children and youth to the care facility after admission. This would include the following actions:
- (i) Body search where applicable.
 - (ii) Observe physical and emotional state of the child and youth and report irregularities/abuse and/or refer where applicable.
 - (iii) Provide young people with basic needs including clean clothes and linen.
 - (iv) Allocate young people to dormitories/houses/units.
 - (v) Establish rapport with the child.
 - (vi) Inform the child/youth of the rules and routine of the care facility.
 - (vii) Explain to the child/youth's his/her rights and responsibilities.
- (b) Ensure that children/youth receive medical services.
- (i) Accompany children and youth to medical institutions.

- (ii) Administer medication and other treatments as required.
- (c) Assist with the implementation of planned activities, developmental and therapeutic programmes.
 - (i) Observe, record and report occurrences emanating from the interventions.
- (d) Engage in basic life space work to promote the development and care of children and youth. This would entail amongst others the following:
 - (i) Identify, allocate and participate in practical work to transfer skills through role modelling.
 - (ii) Engage in and supervise the daily routines of children e.g. bathing, dressing, feeding, bed making, cleaning of rooms and studying.
- (e) Perform administrative work relevant to the job.
 - (i) Complete daily registers e.g log books, medication registers, incident reports etc.
 - (ii) Perform all the clerical functions required by the job.

D. INHERENT REQUIREMENTS OF THE JOB

Knowledge	<ul style="list-style-type: none">➤ Developmental programmes➤ Clerical/Administrative procedures➤ Knowledge of the rules and procedures of the care centre.
Skills	<ul style="list-style-type: none">➤ Communication➤ Ability to intervene and resolve conflict➤ Problem-solving➤ Planning and organising
Personal attributes	<ul style="list-style-type: none">➤ Understanding➤ Non-judgemental➤ Respectful➤ Unconditional Caring

	<ul style="list-style-type: none">➤ Assertive➤ Tolerant➤ Commitment➤ Creative➤ Professional ethics➤ Professional norms and standards➤ Ability to work with children in conflict with the law.
Learning Field	Life skills training FET Level 4 Experience in residential care

E. APPOINTMENT REQUIREMENTS

a) Qualification

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

b) Experience

None

F. CAREER PATHING

a) To higher grade

Compliance with the requirements of higher grade.

b) To higher post

Compliance with the requirements of higher post.

G. 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.

H. 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.

I. JOB DESCRIPTION AGREEMENT

SIGNATURE OF POST HOLDER

SIGNATURE OF MANAGER

DATE:

DATE: