



Head Office

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CHOC CHILDHOOD CANCER FOUNDATION SOUTH AFRICA AREA: CHOC HEAD OFFICE – RIVONIA POSITION: PSYCHOSOCIAL SUPPORT SERVICES MANAGER REPORTS TO: CHIEF EXECUTIVE OFFICER

MAIN PURPOSE: To ensure that psychosocial support services are delivered to the children and their families in all Regions and Treatment Centres.

To oversee and maintain the smooth running of the psychosocial programme.

Oversee current and new psychosocial programme development initiatives.

Key Performance Areas

Psychosocial Best Practice and Programme Delivery

Ensure that the appropriate standards of psychosocial support services are provided for the children and their families.

Assess the status of and requirements for psychosocial support services in each treatment centre in conjunction with the Chief Executive Officer (CEO), Regional Managers (RM's), medical staff and local Social Work Departments (SW).

With the Programme Development Manager (PDM) coordinate the development of psychosocial related information for parents/caregivers.

Ensure good quality psychosocial services are rendered and uniformly applied.

Management and Supervision and General Support:

- Ensure the smooth running of the Psychosocial Programme/Department.
- Monitor and evaluate the professional standards in place for all CHOC psychosocial support staff.
- Manage, supervise, and support the Chief Social Worker in the execution of all aspects of his/her role and responsibilities.
- Take responsibility for the recruitment of agreed CHOC funded psychosocial support staff in consultation with the Human Resource Manager (HRM) and with the support of the CSW.
- Take responsibility for the probation review process of all new social workers and supervise, support the CSW in the probation review process of all new social auxiliary workers.
- Professionally manage all aspects of the CHOC psychosocial support staff functioning, including their training, development, supervision, and leave. The RM's consult with the PSSM regarding operational procedures.
- Maintain discipline, and in consultation with the HRM deal with any employee related matters.
- Visit the regions as required and assess psychosocial progress with the RM's and related staff.
- Implement all CHOC policies, protocols and procedures and ensure adherence.
- Ensure there is sufficient psychosocial staff for all operational requirements at any given time.
- Be available and approachable always to reporting staff.

Professional Development

- In consultation with the CSW prepare his/her annual development plan.
- In consultation with the CSW, prepare annual development plans for each psychosocial staff member.
- Identify and inform HR of the need for training and development for all psychosocial staff members.

- Supervise and support the CSW to prepare and submit applications for bi-annual continued professional development (CPD) workshops to the South African Council for Social Service Professions (SACSSP) for assessment.

Stakeholder Relationship Management:

- Build and maintain good networking relationships with key external partners to take the Psychosocial Programme forward.
- Develop and maintain internal networking relationships between the regions, medical and social work staff at the Treatment Centres.
- Network and liaise with other organisations within the framework of agreed MoU's where it is in place.
- Together with the CEO, network and liaise with international stakeholders to grow and develop the psychosocial programme.
- Network and liaise with Parent Organisations in the Childhood Cancer community; Childhood Cancer International (CCI), CCI Africa and any other stakeholder.

Strategic Leadership:

- Facilitate the process, in consultation with the CEO and RM, to fill the gaps in regions where CHOC social work services do not exist to ensure good quality services are rendered and uniformly applied.
- Initiate activities that set CHOC as a leader in the Psychosocial Sector (such as networking, conferences, and publications).
- Advise the CEO when there is a need to advocate for paediatric oncology psychosocial services and psychosocial matters in general.
- Advise and contribute to policies, protocols and procedures and identify and recommend any gaps and suggested changes to the CEO.
- In consultation with the CEO, formulate strategic plans for the Psychosocial Programme in keeping with growth and development in the field of childhood cancer, CHOC and the POU's.

Administration and Finance:

- Prepare an annual programme plan for the Psychosocial Department.
- Prepare budgets for all areas of direct responsibility and assist regions in preparing their budgets which relate to psychosocial services.
- Assist with and provide input into funding proposals where needed.
- Manage and supervise the Chief Social Worker (CSW), in compiling/preparing accurate and reliable statistics and data.
- Prepare BOARD and other reports inclusive of data, insight, and impact reports regarding psychosocial support services.

Education and Training

- Prepare, coordinate, and facilitate a formal induction programme (5day) for all new psychosocial support staff.
- Support the Programme Support Manager in the development of training material for volunteer coordinators, ward volunteers, house supervisors and parent volunteers.
- Support the HRM and PDM in organising volunteer coordinator and house supervisor meetings as and when required.

Minimum Requirements:

- Grade 12 / Matric certification.
- BA Social Work degree with Psychology as a second major.
- Current, up to date registration with the SA Council for Social Service Professions (SACSSP).
- Child Protection Register clearance.
- Appropriate, 6 to 8 years post qualification experience, with suitable supervision experience of which 3 years should be in a hospital setting.
- Minimum 2 to 3 years social work management experience.
- Computer literate.

- Unendorsed drivers' license.
- Knowledge, Skills, Training and Competencies Required
- Sound knowledge of social work; social work methods.
- Knowledge of the acts relevant to social work and working with children.
- Management, supervision, and analytical skills.
- Strategic planning and organisational skills.
- Ability to work cross culturally, with a multi-disciplinary team.
- Knowledge and experience in volunteer management.
- High level of stress tolerance and flexibility.

Salary in the range of R480 000 – R600 000 per annum, CHOC contributes towards a pension fund and medical aid after a successful probationary period.

To apply submit your CV with a cover letter and names with contact details of at least three contactable references should be emailed to rudayba@maraisbutton.co.za

Closing date Friday 08th November 2024

Contact will only be made with shortlisted candidates.