

CURRICULUM VITAE: Name

PERSONAL PROFILE

Street address

Email:
Tel (h):
Tel (w):

ID number:
LICENSE CODE:
NATIONALITY:

My extensive experience in social work has maximised my ability to interact with diverse groups of people at all levels of society. My academic qualifications complement my years of experience and enable me to manage welfare programmes and staff members from a holistic point of view, combining theory and practical knowledge. I am able to identify the gaps in welfare programmes and address the gaps accordingly. My experience contribute to my knowledge of developing and writing welfare programme proposal within a developmental and outcome approach.

I have management experience in the public service and non-government sector. My management experience include the development of operational plans, financial management, human resource management and networking with relevant roleplayers. This also includes reporting to the head of the departments.

I have a participatory management style that enables me to deal with different career group in a work environment and manage their services and activities. I also have the ability to create an enabling environment, to motivate employees to do their work at the best of their ability. The knowledge that I gained regarding the Basic Condition of employment Act, Labour Relations Act and Employment Equity Act contribute give guidance to enable any company to have sound and fair labour practices

I have developed excellent interpersonal and communication skills over the years, including during my interaction with various community groups. I have strong problem-solving and conflict management abilities and work well under pressure. My leadership skills and extensive management experience provides me with the secure base needed to succeed. I am highly motivated and enjoy a challenge. I'm highly committed and therefore are prepared to work long hours and travel as required.

My experience at the facility enables me to understand the dynamics at a institutional level. This will contribute to the competencies that I have to support the management.

ACADEMIC QUALIFICATIONS

Degrees: MA Social Work: Welfare Programme Management (Date): University
BA Social Work (Date): University

Certificates: Assessing and treating young sexual offenders (Date)
Court Preparation of adults and child witnesses (Date)
Victim Empowerment and Trauma Management Training Programme (Date)
Certificate Local Government Task team (Date)
Certificate Training of Trainers (Date): Child Protection Services
Certificate Functional Child Therapy (Date)
Certificate Functional Therapy (Date)

Certificate of Attendance: Leadership and Practical Management (Date): Bureau for Ongoing Theological Training and Research in collaboration with the University

COMPUTER LITERACY

Certificate: Word Perfect 5.1 (Date);

Extensive experience with Microsoft Outlook; Netscape Explorer; Microsoft Word 2000 and PowerPoint; Office planner

EMPLOYMENT HISTORY

Date – currently

Acting facility manager: Employer, Place of Safety

Responsibilities:

- Operational Plan: Development and execution of the Operational Plan includes the following different disciplines:
- Administration, Social work, Nursing, Occupational Therapy, Child Care and Education
- Financial management: The financial management includes personal expenditure, the allocation of funds to the activities of the different sections and 3 outsource companies
- Human Resource Management: The Human Resource Management entails the management of 70 staff members: recruiting, appointments, skills development, performance appraisals and disciplinary issues.

Date

Acting facility manager: Employer, Place of Safety

Responsibilities:

- Operational Plan: Development and execution of the Operational Plan includes the following disciplines:
- Administration, Social work, Nursing, Occupational Therapy, Child Care and Education
- Financial Management: The financial management includes personal expenditure, the allocation of funds to the activities of the different sections and 3 outsource companies
- Human Resource Management: The Human Resource Management entailed the management of 140 staff members: recruiting, appointments, skills development, performance appraisals and disciplinary issues.

Date

Social work manager: Employer

Responsibilities:

- Operational Plan The operational plan includes internal and external social service delivery to youth awaiting trial.
- Financial Management of the operational plan
- Human Resource Management of the 5 social workers: Skills development, performance appraisals and disciplinary issues
- Part of Multi-disciplinary team at the facility and holistic service delivery
- Network with role players that have an interest in the specific population (youth offenders) that we serve e.g. Child justice Forum

Date

Programme Manager: Employer

Responsibilities:

- Full responsibility for the development of this outreach programme that includes the Strategic planning, development of operational plan, budget and Human Resource Management
- Strategic planning includes the development of a goals over a period of time
- Operational plan includes the day-to-day activities and was use for fundraising
- Human resource management includes recruitment, development and disciplinary issues.
- Budget planning includes the personal expenditure as well as the costing of service delivery.
- Fundraising and arrange sponsors for the project was a central part of the responsibility e.g. organizing Breakfasts
- Intense networking with other organizations e.g. Western Cape Street Children Forum,

Date

Social Work Manager: Employer

Responsibilities:

- Manager of Social Services;
- Preparation of budget for Social Services and the rest of the office;
- Implementation of the Bathu Pele principles;
- Execution of National Policy and Transformation process;
- Responsible for the functioning of Group Foster Home;
- Statutory files;
- Supervisor of the HIV/AIDS and Child Protection Services coordinator and implementation of projects.

Date

Chief social worker: Employer

Responsibilities:

- Those of senior social worker;
- Canalisation officer;
- Act as head of office in absence of head, supervise all the departments (Social Security, Social Assistance, Social Services, Cooperate Services, Development);
- Training of volunteers; and
- Serve on Community Police Forum (CPF).

Date

Senior social worker Employer

Responsibilities:

- Implementation of the transformation process of Child and Youth Care;
- Probation services
- Child Protection Services (coordinator of region);
- Serve on task team of Local Government for Children's rights;
- Victim Empowerment;
- Coordinator of awareness campaign on AIDS/HIV; and Assisting the elderly.

Date

Social worker Employer

Responsibilities:

- Establishment of a district office;
- Casework and Probation Services
- Group work (Alcoholics, Youth offenders); and
- Community development (Development project).

Date

Administrative clerk at a medical practice

Date

Volunteer for Drug Action Group.

Responsibilities:

- The presentation of day courses for social workers and volunteers on alcohol dependencies and other dependant behaviour.

Date

Social worker: Employer

Responsibilities

- Assistance and consultation of drug addicts; and
- Industrial consultations and prevention programmes in community and schools

Date

Administrative secretary: Employer

Responsibilities:

- Administration
- Financial planning

Date

Social worker: Employer

Responsibilities:

- Family therapy: alcohol and related problems and psychological related problems, e.g. suicide.

REFERENCES