



# THANDANANI CHILDRENS FOUNDATION

**JOB DESCRIPTION:** FAMILY STRENGTHENING FACILITATOR

## **SECTION A: JOB TITLE AND INFORMATION SECTION**

<b>JOB TITLE</b>	FAMILY STRENGTHENING FACILITATOR
<b>ORGANISATION/COMPANY</b>	THANDANANI CHILDRENS FOUNDATION
<b>DEPARTMENT / SECTION</b>	OVC FAMILY STRENGTHENING PROJECT
<b>DATE OF JOB DESCRIPTION</b>	LAST UPDATE: JULY 2020
<b>NUMBER OF POSITIONS</b>	3
<b>IMMEDIATE SUPERVISOR</b>	PROGRAMME MANAGER / DIRECTOR
<b>IMMEDIATE SUBORDINATE</b>	FAMILY SUPPORT FIELDWORKERS
<b>ORGANISATION CHART</b>	SEE APPENDIX

### **JOB PURPOSE:**

To implement TCF's direct household and child support services within designated communities in accord with TCF's Family Strengthening model and time frames.

## SECTION B: DUTIES AND RESPONSIBILITIES

DUTIES/TASKS	FREQUENCY
<p><b>1. IMPLEMENTATION OF DIRECT HOUSEHOLD / CHILD SUPPORT ACTIVITIES</b> Facilitates the implementation of TCF's direct household/child support activities within designated communities in accord with TCF's Family Strengthening model and time frames by:</p> <ul style="list-style-type: none"> <li>Establishing which direct household/child support activities are their responsibility; what the targets are for the delivery of these activities and their associated time frames; and the number of households to be supported within their designated communities in consultation with the Programme Manager.</li> <li>Ensuring, together with the fieldworkers assigned to them, that these targets are met – on time - in accord with TCF's Family Strengthening model and annual log frames.</li> <li>Liaising with relevant community structures, organisations and authorities regarding TCF's activities and interventions within their designated communities</li> <li>Assisting in the recruitment and training of family support fieldworkers from within their designated communities</li> <li>Delegating tasks and setting targets for these fieldworkers</li> <li>Coordinating and supporting these fieldworkers in the implementation of TCF's direct household/ child support activities in accord with TCF's Family Strengthening model and time frames.</li> <li>Monitoring and evaluating the performance of fieldworkers; providing leadership and guidance in implementation and identifying and resolving any performance related difficulties.</li> <li>Conducting "spot checks" to monitor delivery of TCF's direct household / child support activities in accord with TCF's Family Strengthening model and time frames and identifying and resolving any difficulties.</li> </ul> <p>To ensure the provision of developmental support to indigent OVC households in accord with TCF's Family Strengthening model and time frames.</p>	<p>Annually / quarterly / monthly</p> <p>Ongoing</p> <p>Needs based</p> <p>Needs based</p> <p>Weekly/ Monthly</p> <p>Weekly/ Monthly</p> <p>Weekly/ Monthly</p> <p>Weekly/ Monthly</p>
<p><b>3. DIRECT HOUSEHOLD / CHILD SUPPORT</b> Facilitates direct support to OVC's and their caregivers where appropriate by:</p> <ul style="list-style-type: none"> <li>Identifying instances requiring such support</li> <li>Providing the necessary practical intervention, guidance and/or referrals.</li> </ul> <p>To ensure appropriate support in situations requiring more specialist intervention than that provided by fieldworkers.</p>	<p>Needs based</p> <p>Needs based</p>
<p><b>3. ADMINISTRATION</b> Attend to all administrative requirements in accordance with laid down procedures, by</p> <ul style="list-style-type: none"> <li>Maintaining all records and statistics related to TCF's direct household/ child support activities</li> <li>Compiling reports on TCF's direct household/ child support activities</li> <li>Collecting and collating quotes and receipts with respect any project expenditure within the designated communities.</li> <li>Translating documents related to project implementation.</li> </ul> <p>To ensure information on the status of TCF's direct household/ child support activities are recorded and reported enabling constructive monitoring, discussion &amp; decision-making.</p>	<p>Monthly/Quarterly</p> <p>Monthly/Quarterly</p> <p>Needs based</p> <p>Needs based</p>

## SECTION C: JOB SPECIFICATIONS

### QUALIFICATIONS

#### Minimum:

Matric (Grade 12)  
Certification as a Lay Counsellor (HIV screening & testing certification)

#### Ideal:

Formal training or qualifications in Social Work, Child Care, Community Development or equivalent  
Formal training / qualifications in Project Management

### EXPERIENCE

#### Minimum:

Experience in similar community based Child Care and/or Community Development activities.  
Experience in community health outreach activities especially home based health outreach

#### Ideal:

More than 1 year in similar community based Child Care and/or Community Development activities.  
Experience coordinating community health outreach activities/teams within a community based setting.

**AUTHORITY**

- Has the authority to take action to effect TCF's direct household/ child support activities within his/her designated communities in accord with the tasks outlined above. Any additional tasks or deviations from these tasks can only be effected after consultation with Senior Management.

**SPECIAL CONDITIONS ATTACHED TO POST**

Must be proficient in isiZulu and English for the purposes of both verbal and written communication.

Must be computer literate and be proficient in the use of Word, Outlook and Excel for the purposes of data management and reporting.

Must have an unendorsed passenger vehicle licence or equivalent and be an experienced driver

**PHYSICAL REQUIREMENTS**

Must be physically fit and capable of extensive daily travel to, from and within designated communities