



THE EXECUTIVE WELFARE COUNCIL OF THE AFM OF SA (AFM Welfare)

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Centre Manager/Housemother Vacancy

AFM Welfare Child and Youth Care Centres (CYCCs), provide **Care and Protection** services to vulnerable children.

The organisation seeks to appoint a Centre Manager (Housemother) in House Jade (**West Rand**).

Job Tasks:

- Facilitating the residential care program (in a form of Temporal Safe care in this regard), i.e. provide full-time care, for up to 12 babies, between the ages 0-5 years old.
- Overall management of the household.
- Supporting the Developmental, Educational, Medical and Therapeutic programs, including practical tasks in this regard.
- Networking/Liaising with all relevant stakeholders including sponsors, volunteers and biological family members.
- Undertaking all administrative tasks pertaining to the CYCC, including reporting/ sharing relevant information with various stakeholders.
- Working in close liaison with the AFM Welfare Management, Social Work Manager and Social Worker and the House Jade Committee.
- Supervising support staff namely Care Givers and the domestic worker.

Required Qualifications & Experience:

- **A passion for working with children.**
- Grade 12 (Matric) qualification
- A qualification in Child and Youth Care Work will be an added advantage
- Experience in working with children;
- Preference will be given to registered Child and Youth Care Workers.
- Basic computer and Admin skills.
- Proficiency in English.
- Experienced driver with an updated Driver's License and PDP (Experienced drivers).

Additional Requirements:

- Live-in position, with set-holiday dates.
- Aged 35 and above.
- Excellent Health – (Healthy lifestyle, Non- drinker/ Non- Smoker)
- Willing and able to participate in extensive formal training.

Salary package includes:

- Salary
- Meals and accommodation

Please forward CV's to:

Bongi Naile: bongiwe@afmwelfare.org.za Tel: 012 753 7940/ 0726511583

Closing Date: 6 January 2021

Starting Date for Position: 1 February 2022

Only shortlisted candidates will be contacted.