



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

PO Box 14927, Lyttelton, 0140 | Tel 012 753 7940/1 | e-mail: afmwelf@rsn.co.za | www.umephi.org
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Centre Manager/ Housemother Vacancy

AFM Welfare Child and Youth Care Centres provide **Care and Protection** for vulnerable children.

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

Job Tasks:

- Facilitating the residential care program, 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 filing of important documents, writing reports and where so requested, reporting to stakeholders.
- Working in close liaison with the AFM Welfare Management, House Jade Committee, Social Work Manager and Social Worker.
- Supervising support staff for example the domestic worker and gardener.

Required Qualifications & Experience:

- **A passion for working with children**
- Grade 12 (Matric) qualification.
- Preference will be given to candidates with qualification and experience in Child and Youth Care Work.
- Experience in working with children.
- Basic computer and admin skills.
- Proficiency in English.
- Experienced driver with a current/valid Driver's License and PDP (Experienced drivers)

Additional Requirements:

- Live-in position, with set-holiday dates.
- Aged between 35 to 55.
- 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:

Bongiwe Naile: bongiwe@afmwelfare.org.za Tel: 012 753 7940 / 072 6511 583

Closing Date: Friday – 29 July 2022 (Only shortlisted candidates will be contacted.)