IKAMVA LABANTWANA
OUR CHILDREN'S FUTURE

IKAMVA LABANTWANA BETHU

Supporting learning, opportunity and child wellbeing

Branch Coordinator / Social Worker

LOCATION Tarkastad | **PROGRAMME / FUNCTION** Branch Management and Social Services

About Ikamva Labantwana Bethu

Ikamva Labantwana Bethu is a community-based non-profit organization operating in the Western Cape (Crossroads and Nyanga) and Eastern Cape (Paterson and Tarkastad). The organization is committed to transforming communities affected by poverty, crime, and social challenges into safe, thriving, and sustainable environments.

At the heart of its work is a commitment to improving the lives of children and young people through access to quality education, skills development, foster care support, and employment creation initiatives. Ikamva Labantwana Bethu empowers children to reach their full potential while equipping out-of-school youth with practical life skills, vocational competencies, and opportunities for economic participation.

Position purpose

Provide operational leadership for ILB's Tarkastad branch while delivering legally compliant, professional social-work services for children, youth and families.

Role context

The Tarkastad Branch Coordinator / Social Worker has a dual responsibility: reliable branch management and direct professional social-work practice. These functions must remain clearly separated so that operational convenience never compromises professional judgement, consent or statutory responsibilities. Social work duties include All branches and especially in Eastern cape.

Key responsibilities

Programme and day-to-day delivery

- Coordinate branch plans, schedules, staff support, resources, programme delivery and monthly site reporting.
- Conduct professional social-work assessments, case planning, counselling or therapeutic support within professional competence and ethical scope.
- Manage referrals, follow-up and interagency collaboration with schools, health services and social-development structures.
- Respond to protection concerns through lawful reporting, appropriate risk assessment and child-centred safeguarding actions.
- Maintain secure case notes, consent records and confidential social-work documentation separately from routine programme data.

Coordination, safety and service quality

- Supervise and guide relevant programme support personnel without delegating regulated social-work tasks to unregistered staff.
- Coordinate learner and caregiver engagement, social-services outreach, case conferences and stakeholder meetings.
- Track service quality, learner attendance, programme risks and operational issues and report accurately to ILB leadership.
- Ensure that professional supervision, referral practices and statutory documentation meet applicable SACSSP requirements.

Social-work practice, branch leadership and statutory accountability

- Assess children and family circumstances using appropriate professional methods, identifying strengths, risks, protective factors and eligibility for referral or support.
- Develop, review and close case plans with service users and authorised partners, documenting decisions, referrals and progress within statutory and ethical boundaries.
- Maintain professional oversight of matters involving alleged abuse, neglect or exploitation and follow the legally required reporting and protection processes.
- Coordinate school attendance support, caregiver engagement and relevant Youth Café or after-school referrals where these assist the agreed intervention plan.
- Arrange regular operational staff meetings and social-work case reflection or supervision as appropriate, maintaining confidentiality between records.

- Report branch-level operational indicators separately from identifiable case information, sharing only what is necessary and legally authorised.
- Develop local cooperation with social-development services, health facilities, schools and family-support partners to reduce referral delays.
- Identify practice gaps, recurring risks and service bottlenecks and propose realistic improvements to central management.
- Safeguard organizational assets and keep inventory records updated
- Organize quarterly parents' meetings
- Ensure programme implementation happens in line with organisational plans and values

Expected results and service standards

- Branch programmes operate safely and consistently, with clear staff accountability.
- Social-work cases have timely, ethical assessment, planning, referral and records.
- Service coordination improves access to support without breaching confidentiality.

Minimum requirements and experience

- Recognised Bachelor of Social Work qualification or another qualification accepted for social-worker registration in South Africa.
- Current registration with the South African Council for Social Service Professions (SACSSP) as a social worker is required.
- Relevant professional social-work experience, preferably involving children, families and community programmes.
- Proven ability to coordinate a community programme or small multidisciplinary service team.
- Competence in case management, statutory referrals, ethical documentation and confidential data handling.
- Experience preparing appropriate child-protection reports and coordinating time-sensitive multidisciplinary referrals within professional scope.
- Strong understanding of reporting, consent, confidentiality and professional supervision for child and family social services.

Core competencies

Professional judgement; trauma-informed practice; leadership; safeguarding; community partnerships; accurate reporting.

Working relationships

Works with Tarkastad programme and administration staff, central leadership, relevant statutory services, schools and authorized family-support partners. Reports to Heard of programs and social worker

Safeguarding, confidentiality and professional conduct

Professional social-work practice must follow SACSSP registration, professional scope and ethical duties, including consent, case confidentiality, safe record keeping, appropriate referrals and statutory child-protection reporting where required. All personnel must protect the dignity, privacy and rights of children and young people; maintain appropriate professional boundaries; follow ILB's safeguarding, incident-reporting and confidentiality processes; and complete suitability checks applicable to their duties. Concerns about abuse, neglect or exploitation must be referred promptly through authorised channels, not investigated informally by unqualified staff.

How to apply

- Interested candidates are invited to apply by submitting a comprehensive CV and a motivation letter via email to ikamvajobs@ikamvalabantwana.org
- Applications must be received no later than 11 December 2026 at 12:00 PM. Late applications will not be considered.
- Only shortlisted candidates will be contacted. If you do not receive feedback within six weeks of the closing date, please consider your application unsuccessful.