



VACANCY

Occupational Therapist – Adult Manager

Johannesburg Branch

JOB PURPOSE

To manage the shelters and the staff within the programme.
 To manage and give advice on the development of GROW participants and clients in the shelters.
 To partner with the assessment centre in ensuring that certain activities and goals are accomplished.
 To ensure individual development in GROW participants and staff.
 To review the treatments periodically, evaluate progress and make changes to the intervention as needed.

DUTIES & RESPONSIBILITIES

- Have strategic planning sessions with the staff to plan and evaluate the activities of the project.
- To implement the plans as drafted at the annual Bosberaad.
- To develop and establish strategic business partners for the organization and the project.
- To develop and use strategic OT partners and referral partners to effectively implement OT related functions and training (exit) partners for GROW.
- Evaluate the GROW participants conditions and needs.
- Monthly Case Conference meetings to discuss progress of clients.
- Monthly projects meetings to discuss the operations and as well as therapeutic projects/targets/activities of the project.

Professional Services, M&E and Data Management

- Monthly update of MES Database.
- Develop, implement and assess the training process of the GROW job rehabilitation programme.

- Develop, implement and assess indicators for measuring individual movement.
- Facilitate occupational intelligence workshops and document the workshop for future facilitators.
- Development and intervention of an individual development plan for clients.
- Create 'I can' moments for clients to start believing they can move forward.
- Assist in the process of individuals understanding their own and others' behaviour and how to manage it.
- Assist in the process learning and re-learning with the aim of returning to formal work settings.
- Refer those unable to return to the open labour market to sheltered employment options.
- Simulate a work environment with very clear boundaries, with clear cause and effect boundaries in place Suggestion: Very clear consequences in place.
- Liaise and refer to other professionals.
- Write reports and attend multidisciplinary case meetings to plan and review ongoing treatments.

HR Management

- Assist with the recruiting and interviewing of prospective staff and volunteers.
- Manage and motivate staff in the programme.
- Responsible for scheduling and authorizing leave of the staff.
- Ensure that the staff follow the work procedures, policies and compliance.
- Develop, implement and assess training material, recruiting for shift, team leaders and depot coordinators.

Administration

- To develop the department i.t.o. administration systems and job profiles.
- Accurate record keeping of activities.
- Co-ordinate project meetings and record keeping of planning and events.
- To develop policies and standard operating procedures and implement it for the Professional service unit.

REQUIREMENTS

QUALIFICATIONS & KNOWLEDGE

- Degree in Occupational Therapy or Relevant tertiary qualification
- Three years working experience
- Drivers Licence
- Microsoft Office
- Previously working for an NGO would be an advantage

COMPETENCIES:

- Compassion for people
- Communication skills
- Interpersonal skills
- Reporting skills
- Problem Solving skills

Other job requirements

> Only SA citizens will be considered for this position

APPLICATIONS: vacancies@mes.org.za

CLOSING DATE: 18th March 2019

SALARY: R20 442.50 CTC