



City of Johannesburg
Pikitup

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VACANCY: EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONERS (EAP): SHORT TERM CONTRACT (6 Months period)

Date of the advert: 08 July 2020

Closing Date for application: Wednesday 22 July 2020
(16h30)

Department : Human Resources : Employee Wellness

Post Title : Employee Assistance Programme Practitioners X2

Location : Various Depots

Salary range : R27 000.00 pm

Reference No: HR23/PROFN/2020

Purpose of the job:

- ✓ To assist Pikitup in addressing productivity issues and in identifying and resolving personal concerns, including but not limited to health, marital, family, financial, alcohol, drugs, legal emotional, stress, or other personal and organisational issues that may affect job performance.
- ✓ Training and Development of PIKITUP's leadership on effective management of employees who have personal and work-related problems.
- ✓ To alleviate challenges which may impact negatively on job performance and psycho-social functioning of employees.
- ✓ To analyse Pikitup environment and trends and provide interpretations of stats and proactively undertake preventative measures.
- ✓ Conduct training to meet business goal.
- ✓ Coordinate, manage, monitor and evaluate the implementation of Employee Assistance Programmes within PIKITUP and its business partners coupled with marketing of EAP programmes and case management.

Key Responsibilities:

- ✓ Establish an external network of resources (e.g. psychologists, Nurses, Social Workers, external Service providers etc.) for Referral purposes.
- ✓ Analyse EAP environment and trends and provide interpretations of data.
- ✓ Assisting management on identifying and referring employees with psycho-social problems.
- ✓ Provide EAP counseling services to employees and their dependents/ family members.

- ✓ Assess and refer cases to internal and external service providers.
- ✓ Compile individual reports and forward progress report to the relevant manager.
- ✓ Conduct workshops to educate the business on EAP processes, policies and services
- ✓ Conduct survey on EAP related topics.
- ✓ Manage various EAP related projects such as Substance abuse, debt problems etc.
- ✓ Assist in Managing COVID-19 and Mental Health related cases within Pikitup.

Minimum Qualifications:

- ✓ BA Social Work Hons and ideally special training in EAP
- ✓ Registration with SACSSP
- ✓ Basic computer literacy (Excel, Microsoft Word and PowerPoint).
- ✓ Driver's license

Minimum Experience:

- ✓ 1- 3 years' experience in EAP (Employee Assistance Programme).

Knowledge and Skills:

- ✓ Knowledge and understanding of Pikitup's business.
- ✓ Customer service skills.
- ✓ Interpersonal skills.
- ✓ Effective verbal and written communication skills- delivered with enthusiasm and impact.
- ✓ Work independently, work under pressure.
- ✓ Accountable and be able to maintain privacy and confidentiality
- ✓ Must form part of multidisciplinary team.
- ✓ Good interpersonal and communication skills and be able to work with the group.

NB: The recommended/ appointed candidates will be expected to start immediately.

Interested **applicants** must please submit their comprehensive CV and supporting documents to recruit262020@pikitup.co.za by 16h30 on **22 July 2020**. No late applications will be considered. Please ensure that the correct reference is inserted in subject line of email. For enquiries contact Shirley Tjiane 0873571086 or Keo Segosapelo 0873571129.

- Please quote the above position name on all correspondence relating to this circular / advert.
- Pikitup reserves the right not to fill any vacancies.
- Correspondence will only be entered into with shortlisted applicants. Should you not hear from us within **six weeks** after closing date of the advert please consider your application unsuccessful.

PIKITUP IS AN EQUAL OPPORTUNITY EMPLOYER AND IS COMMITTED TO EMPLOYMENT EQUITY PRINCIPLES AND REDRESSING THE IMBALANCES OF THE PAST. APPLICATIONS ARE WELCOME FROM ALL DESIGNATED GROUPS (AFRICAN, COLOURED AND INDIAN MALES, ALL FEMALES & PERSONS WITH DISABILITIES).