



City of Johannesburg
Pikitup

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VACANCY: EMPLOYEE ASSISTANCE PROGRAMME PRACTITIONERS

Date of the advert: 03 June 2022

Closing Date for application: Friday 17 June 2022

Position : Employee Assistance Programme Practitioner X4
Department : Employee Wellness
Location : Various Pikitup Depots
Level : Task Level 12/ C4
Reporting to : Manager: Employee Wellness

The purpose:

- ✓ 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.
- ✓ Develop EAP programs and 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 & HIV/ AIDs counselling 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.

Non-Executive Directors: Prof. J Snyman, Ms. N Msibi-Pholoane, Mr. M Nchabeleng, Mr. R Mulaudzi, Mr. S Seane, Mr. R. Theunissen, Ms. S Makhudu, Ms. Y Motsoai, **Board Chair:** Dr N Skeepers, **Managing Director:** Ms. B Njingolo, **Chief Financial Officer:** Mr. L Matsila. **Registration Number:** 2000/029899/07. **Auditor:** Auditor General of South Africa

- ✓ 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.
- ✓ Research and benchmark on appropriate EAP program e.g. absenteeism management.
- ✓ Assist in Managing Trauma cases within Pikitup.

Requirements and Experience:

- ✓ BA Social Work Degree
- ✓ EAP certificate.
- ✓ 3 years' experience in EAP (Employee Assistance Programme).
- ✓ Registration with SACSSP.
- ✓ Driver's license.

Knowledge and Skills:

- ✓ Knowledge of relevant legislation.
- ✓ Good communication skills.
- ✓ Report writing.
- ✓ Presentation skills.
- ✓ Problem solving skills.

Particulars of advertiser:

Interested **applicants** must submit a comprehensive CV together with certified copies of identity document and qualifications to recruit072022@pikitup.co.za by no later than **16:30pm** on **17 June 2022**. No late applications will be considered. Please ensure that the correct position is inserted in subject line of email. For enquiries contact **Shirley Tjiane 087 357 1086** or **Keo Segosapelo 087 357 1129**.

- 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)