



## Job Description: Trauma Specialist

Reports to: Chief of Party  
Location: Johannesburg  
Contract type: Fixed Term Contract

*Democracy Works Foundation (DWF) analyses the health of democracy and implements innovative interventions and technologies in order to foster inclusive development through a deepening of democratic culture and capacity whilst ensuring sustainability and independence of its operations.*

*Democracy Works Foundation is a non-profit organisation working to grow the resilience of democracies in several countries in the SADC region, including South Africa. We do this through:*

- Working with political parties to improve their effectiveness;*
- Working with young civil society leaders to grow their leadership and organisational skills;*
- Working with civil society organisations (CSOs) and Provincial Legislatures in 3 provinces to improve the ability of CSOs to improve the lives of their communities.*

*DWF is part of a consortium that will manage and coordinate the new USAID project - Promoting Social Cohesion and Preventing Collective Violence (PSCPCV). The aim of the project is to strengthen the resilience of communities in South Africa prone to collective violence. In particular, the project will focus on supporting social cohesion efforts that broaden willing cooperation across many types of social interactions.*

### Position Summary

The Trauma Specialist is responsible for providing community-based approaches to conflict resolution as a means of supporting social cohesion efforts. The Trauma Specialist shall also provide integrated community healing platforms to address individual and collective trauma, including school safe spaces so that learners can effectively deal with conflicts, stress, and injustice in order to become successful in the classroom and in the outside world.

This is a fixed term contract until the end of the project and is based on the availability of funds.

**Areas of Responsibilities:**

- Emergency and follow-up strength-based counseling services; assessment of individual needs; treatment for individual counseling needs; resources and referrals.
- Utilizes appropriate conflict resolution skills that are culturally sensitive and nonjudgmental by exercising discretion and judgment to ensure the individual needs are met.
- Refers to other agencies/specialists when there is a need to work on additional topics.
- Ensures appropriate and timely record keeping including but not limited to entering daily data without diagnosis (includes computer and paper forms and regular monthly reports on successes as well as professional activities).
- Facilitates support groups as needed and in consultation with community leaders.
- Participates in public education work within the service area.
- Communicates with colleagues and management daily to ensure efficient operation of the organization.
- Mediates concerns or disagreements between residents and/or with residents.
- Contribute regular articles to be published on DWF website and other social media platforms
- Performing other duties as assigned.

**Reporting**

- Programme reporting as per donor and DWF requirements.
- Contribute to and participate in periodic strategic planning for the organization as a whole.
- Source information needed for reports and assist with donor reporting
- Provide draft elements of reports and proposals and develop as appropriate
- Provide editing support for further drafts to ensure effective communication to different audiences
- Report accurately and timeously on campaigns and events

**Administration and Finance**

- To develop and manage budgets for specific projects and to sign off expenditure up to pre-agreed limits in accordance with delegated authority.
- Ensure responsible expenditure and reporting in line with budget allocation, organisational priorities and donor agreements.
- Ensuring that financial policies, procedures and systems are adhered to.
- Prepare paperwork (incl. purchase requests, payment requests etc) in line with procurement standards
- Keep up to date records in hard and soft copy

## **Qualifications**

Master's Degree in Counseling, Social Work or related field.

Relevant current license and / or affiliation with a recognized body.

## **Experience, knowledge and key skills**

- Seven years' experience of trauma counseling; crisis response, recovery, assessment and experiences with treatment planning.
- Proven experience working in the area/s of youth, People Living with Disabilities (PWLD), women's and LGBTQI+ groups.
- Ability to work in a collaborative manner in a diverse, inter-disciplinary teams across DWF.
- Strong organizational skills and time management with attention to detail and a commitment to excellence and confidentiality.
- Excellent problem-solving skills.
- Excellent planning skills.
- Excellent written and verbal communication skills in English, and one other local South African language.
- Proficiency with Microsoft Outlook, Word, Excel and other computer programs.
- Strong organisational skills, detail-oriented, ability to prioritise, multi-task, meet deadlines and work efficiently in a fast-paced team environment.
- A fair understanding of politics in South and Southern Africa.

## **Other skills and behaviours**

- Positive and professional image, shows concern for people and community, demonstrates self-confidence.
- Sensitivity towards gender, sexual, ethnic/race, cultural identities.
- Ability to involve other people, harness and build on their ideas.
- Strong interpersonal skills, coupled with ability to influence, advise and train
- Self-motivated person able to work with little supervision
- Demonstrate commitment to team work with a high degree of integrity, dependability and confidentiality.
- Strong analytical and conceptual skills.
- An understanding of and affinity with DWF's vision, mission and values.

Preferred candidate must be a South African citizen or have permanent residency. Must be in possession of a driver's license valid for South Africa, and preferably own vehicle.