



Cresset House

Vacancy

Workshop Project / Activities Co-Ordinator

Cresset House is looking for a caring, exceptionally solutions-minded, results-driven person to implement and oversee operational functions as related to facilitation of production in the Workshops for adults living with intellectual disabilities. In addition to ensuring the day-to-day smooth operations of the Workshops at Cresset House, this role has responsibilities related to supervising, teaching and training staff and adults with intellectual disabilities, ensuring a safe environment for the individuals working at the workshops. Other responsibilities include administrative- and people management.

Reporting Structure	Candidate will report to the Occupational Therapist and CEO
Type of employment	12-month Fixed Term
Start date	As soon as possible
Cresset House location	141 Hampton Road; Glen Austin Ex 1; Midrand

Application

Please forward your detailed CV with two contactable reference and motivation letter to ceo@cresset.org.za before 30 January 2020.

The suitable candidate should comply with these Minimum Requirements:

Qualifications

- Appropriate post matric qualification and/or experience
- OT or/and Special Teaching Education Training will be an advantage.
- Drivers licence compulsory

Knowledge and Experience

- A minimum of two years' experience in teaching/training and management
- In managing and supervising people
- In managing, organising and administering projects
- In teaching/training activities such as woodwork, sewing, crocheting, knitting, arts and crafts etc.
- In Communication / Presentation Skills
- Experience with individuals living with intellectual disability will be beneficial
- Accepting, understanding and experience to work with and include a diverse group of individuals with different abilities and skills in activities at the workshop.
- Computer Literacy

Working skills

- Have a proven track record of holding yourself, co-workers and individuals in your care to high standards of operational excellence
- Have excellent communication, relationship-building, and people management skills
- Are a proactive, creative, and measured problem-solver. You have an ability to quickly and calmly identify and analyse problems, and to recommend or implement effective solutions within the workshop environment.

General skills/attributes

- Adequate written and spoken English language ability.
- Are a thoughtful planner, able to multi-task, prioritise effectively, take initiative, and deliver appropriate projects
- A passion for entrepreneurship is critical and experience in your own entrepreneurial endeavour will be highly advantageous