

## KEY SKILLS

- Community outreach expert
- Program management and development
- Staff development
- Gerontological care
- Training
- HIV/AIDS care
- Expert in Residential legislature

## EDUCATION AND TRAINING

### 2018-Current

MSocial Work (Masters in Research) (NWU)

### 2010 – 2013

BSocial Work (NWU)

BSocial Work (Hounrs) (NWU)

### 2008 – 2011

BA (Psych & Crim) (UNISA)

### 2008

HIV Counselling and Care  
6 Month theoretical course  
(UNISA)

### 2016

Project Management (SA  
Institute of Learning

## PROFESSIONAL PROFILE

Highly experienced licensed masters level social work professional with expertise in social services management and program development within the gerontological care arena. 10+ years of committed accomplishments within social service agencies. An effective trainer and frequently requested conference presenter. Experience in working with individuals from all backgrounds, cultures and differing life circumstances. Dealt with social work in both public and private sector. Comfortable in both solitary and group situations, with excellent communication skills.

## PROFESSIONAL EXPERIENCE

### MONITORING SOCIAL WORK OFFICIAL

GAUTENG DEPARTMENT OF SOCIAL DEVELOPMENT (April 2014 - Current)

#### Key responsibilities:

- Business plan assessments and financial monitoring of NPO's
- Training and awareness campaigns based on organizational needs analysis
- Monthly statistical evaluation, verification and compilation of NPO's
- Identification of developmental gaps in service delivery
- Onsite inspections and recommendations pertaining to regulation compliance
- Encourage stakeholder collaboration on local and regional level.
- Rendering social work services to vulnerable individuals, groups and communities of various economic classes and cultures.
- Advise NPO's on implementing various techniques to ensure compliance with regulations and relevant funding policies and legislation

#### Achievements:

- Initiated changes to documentation used on governmental level, resulting in greater clarity and accountability for NPO's
- Developed and conducted training seminars at 23 long term care facilities, encouraging alternative approaches to resident care and encouraging active aging programs.
- Matched facilities with registered staff social workers to promote optimal working relationships and patient care.
- Development of a psychosocial assessment tool in collaboration with a geriatric multidisciplinary team.
- Implement and monitor interracial and intergenerational transformation

## **AWARDS**

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- 2018
  - Gauteng Premier's Woman of Excellence award
- 2018
  - Game Changer Award for Woman of Excellence in their field
- 2016
  - Conducted an interview on National Television, with a program focusing on elderly (Met n huppel in die stap)

## **MEMBERSHIP**

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- South African Geriatrics Association (SAGA) (Board member)
- Alzheimer's Gauteng (Ambassador)
- Council for Counsellors
- South African Association for Social Workers in Private Practice (SAASWIPP)
- South African Counsel for Social Services Profession (SACSSP)
- Member of RATA: "Go Turquoise for Elderly" community project

## **PROFESSIONAL EXPERIENCE**

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### **STATUTORY CHILD SOCIAL WORKER**

RATA AND NG WELFARE (November 2013 - March 2014)

#### **Key responsibilities:**

- Intake interviews - assessment of requests for services
- Preliminary screening of foster care applications
- Food parcel application screening
- Home visits to evaluate social circumstances
- Family mediation (conflict resolution)
- Child abuse investigations and court proceedings

#### **Achievements:**

- Development of a foster care program, focusing on the needs of the foster child and the emotional coping techniques of the foster mother.
- Development of a program, focusing on the role of the father within a child's life.

### **EMPLOYEE ASSISTANCE PRACTITIONER**

TUBULAR PLANT HIRE (June 2012 - May 2013)

#### **Key responsibilities:**

- Training and program development
- Needs analysis
- Individual and group counselling (Domestic violence & substance abuse)
- Awareness campaigns
- Corporate wellness

#### **Achievements:**

- Development of a Time management program, focusing on strategic time management planning processes to re-enforce company productivity

# CHARLESE Mc MILLAN (REGISTERED GERIATRIC/STATUTORY SOCIAL WORKER)

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## AREAS OF EXPERTISE

- Analytical thinking
- Organization and planning
- Responsible and disciplined
- Detail oriented
- Problem solving
- determined

## COMPUTER LITERACY

MS Word

MS Excel

MS PowerPoint

Outlook Express

## INTERESTS

- Reading
- Arts and Crafts
- Hiking
- Volunteering at frail care facilities

## SECRETARY/ADMINISTRATION CLERK

LIFELINE VAAL TRIANGLE (March 2009 - July 2012)

### **Key responsibilities:**

- Counselling (telephone and face to face)
- Play therapy
- HIV/AIDS counselling and testing
- Running of support groups at schools
- Preparation and distribution of rosters and newsletters
- Monthly and daily collection and compilation of statistics
- General administrative duties