

**PERSONAL DETAILS**

<b>Surname Names</b>	Maota Yvonne-Yvette Mthamane	<b>Known Name</b>	Yvonne
<b>Race</b>	Black	<b>Gender</b>	Female
<b>Marital status</b>	Married		
<b>Identity number</b>	8506050951084		
<b>SACSSP Registration no.</b>	1043174		
<b>Driver's license no.</b>	Code B : issued 08/09/2011		
<b>Contact no.</b>	0767853991		
<b>email</b>	maotaym@gmail.com		
<b>Preferred area</b>	Gauteng		



SCHOOLING			
<b>Highest grade Year passed</b>	Grade 12 2002	<b>School Subject passed</b>	<ul style="list-style-type: none"> <li>• English</li> <li>• Afrikaans</li> <li>• Sotho</li> <li>• Biology</li> <li>• French</li> </ul>

TERTIARY EDUCATION	
<b>Qualification</b>	MSc Psychology (Master of Science, Psychology) University of Derby Kedleston Road Derby DE22 1GB T: +44 (0) 1332 590500
<b>Status</b>	In progress
<b>Student no.</b>	100477904
<b>Qualification</b>	Bachelor of Social work: NQF level 8, University of South Africa (UNISA) Preller street, Muckleneuk Ridge City of Tshwane P.O BOX 392 UNISA 003 South-Africa Telephone: +2712 429 3111 Facsimile: +2712 429 4150 www.unisa.ac.za
<b>Status</b>	Completed
<b>Student no.</b>	36218650

TRAININGS ATTENDED	
<b>2016</b>	
<b>Workshop Institution</b>	Integrated management of sexual and gender based violence Foundation for Professional Development (FPD school of health sciences), Tel: 012 816 9000, Contact Person Madelene Engelbrecht, Email: <a href="mailto:madelenee@foundation.co.za">madelenee@foundation.co.za</a>
<b>Date</b>	16- 18 November 2016
<b>2015</b>	
<b>Workshop Institution</b>	Report Writing Cefa continuing education for Africa PO Box 173, Wellington 7654, Office number: 021 873 7998/6251 Email: e-mail: <a href="mailto:marlene@cefa.co.za">marlene@cefa.co.za</a>
<b>Date</b>	September 2015
<b>2011</b>	
<b>Workshop Institution</b>	Transformation training Workinfo.com Workplace Performance Technologies (Pty) Ltd P.O BOX 925 Lanseria, 1748 Northgate Office Park, c/o Profit & Aurole Streets, Northgate Office: 0861 967 546 e-mail: <a href="mailto:info@workinfo.com">info@workinfo.com</a>
<b>Date</b>	22 – 23 August 2011

CAREER HISTORY			
Date	Company	Position	Reason for leaving
January 2017- Current	Noordwyk Primary School	Social Worker and remedial teacher	Current
January 2016 – January 2017	ICAS	Employee health & wellness promoter	Part-time work
January 2015 – November 2015	Department of Social Development	Social work intern	Contract ended
May 2011 – March 2012	Bayport Financial Services	Employment equity board secretary	Wanted to study
November 2010 – March 2012	Bayport Financial Services (Head Office)	Confirmation clerk	Wanted to study
December 2009 – October 2010	Bayport Financial Services (Midrand)	Sales agent	Promotion
April 2010 – March 2013	Office of the MEC for Health and Social Development	Primary health care facility committee member	3 year contract

CAREER DETAILS	
<b>Company</b>	Noordwyk Primary School
<b>Industry</b>	Education
<b>Employment dates</b>	January 2017- Current
<b>Position</b>	School Social Worker and remedial teacher
<b>Duties</b>	<p><b>Remedial duties</b></p> <p><b>Pull-out</b></p> <ul style="list-style-type: none"> <li>• Provide individualized Educational program for small groups of children in reading, writing, handwriting and sometimes Maths.</li> <li>• Provide feedback to parents and teachers on the student's progress, my goals and activities with the learner.</li> <li>• Model strategies the learner will implement independently such as (mind-maps, study skills)</li> </ul> <p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>• Provide individualized Education program for each learner</li> <li>• Assist with the administration of assessment</li> <li>• Identify remedial students through test data i.e. ESSI Test</li> <li>• Share strategies with the teachers to improve CMT scores</li> <li>• Refer learners to special school in case where a learner</li> </ul> <p><b>Additional duties</b></p> <ul style="list-style-type: none"> <li>• Complete remedial folders</li> <li>• Maintain ethical and professional behaviour</li> <li>• Maintain confidentiality of student's information</li> <li>• Member of School-Based Support Team</li> </ul> <p><b>Social Work duties</b></p> <ul style="list-style-type: none"> <li>• Provide individual counselling, group therapy and community work of learners and staff members.</li> <li>• Maintain case files and reports to track students, progress and behaviour pattern.</li> <li>• Provide workshops and treatment plans.</li> <li>• Refer to specialist in the community in cases the matter is outside the practitioner's scope.</li> <li>• Provide a report to the school only providing statistics and highlighting matters of concern and recommendations.</li> </ul>
<b>Company</b>	ICAS
<b>Industry</b>	Employee wellness
<b>Employment dates</b>	January 2016 to current
<b>Position</b>	Employee health & wellness promoter
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Conduct workshops at various organisations,</li> <li>• Promote employee wellness in the organisations,</li> <li>• Conduct wellness days,</li> <li>• Presentation of HIV/AIDS, TB, stress, goal setting, work life balance,</li> <li>• Assist in conducting periodic studies and surveys,</li> </ul>

	<ul style="list-style-type: none"> <li>• Coordinate statistics and draft reports, and</li> <li>• Design and implementation of employee wellness program.</li> </ul>
<b>Company</b>	Department of Social Development
<b>Industry</b>	Social services
<b>Employment dates</b>	January 2015 to November 2015
<b>Position</b>	Social work intern
<b>Duties</b>	<p><b>Case Work: Working with individuals</b></p> <ul style="list-style-type: none"> <li>• Counselling principles and skills in diverse contexts,</li> <li>• Ability to provide professional insight on the client, group &amp; community,</li> <li>• Make recommendations and formulate plan of action,</li> <li>• Support for orphans and vulnerable children,</li> <li>• Support for foster care children,</li> <li>• Application of foster care through using means test,</li> <li>• Monitoring and evaluation of foster care children,</li> <li>• Crisis intervention,</li> <li>• Death, dying and bereavement counselling,</li> <li>• Report Writing skills,</li> <li>• Various report such as process report, process note, progress report, summary report, transfer report, court report and termination report</li> <li>• Building and maintaining relationships</li> <li>• Skills in inter-sectorial collaboration (referral and networking) with other organizations.</li> </ul> <p><b>Group Work: Working with groups</b></p> <ul style="list-style-type: none"> <li>• Skills in group work facilitation in accordance with the needs that arise,</li> <li>• Understanding of stages of group development,</li> <li>• Understanding of group dynamics,</li> <li>• Skills planning stage of the group,</li> <li>• Ability to facilitate groups such as support groups, educational groups, growth groups, therapy groups, socialization groups and self-help group.</li> </ul> <p><b>Community Work: Working with the community</b></p> <ul style="list-style-type: none"> <li>• Budgeting skills,</li> <li>• Proposal writing,</li> <li>• Ability to write model constitution and apply for registration as an NGO,</li> <li>• Establish and maintain stakeholder forums,</li> <li>• Operational Business plan,</li> <li>• Community profile,</li> <li>• Comprehensive reports and</li> <li>• Ability to facilitate community work project.</li> </ul>

	<p><b>The acts that the applicant is familiar with:</b></p> <ul style="list-style-type: none"> <li>• The children's Act (No. 38 of 2005)</li> <li>• Criminal procedure Act (No. 51 of 1977)</li> <li>• The promotion of Access to information Act (No. 2 of 2000)</li> <li>• The child justice Act (Act No 75 of 2008)</li> <li>• Mental health care Act (Act No.17 of 2002)</li> <li>• Older persons Act (Act No. 13 of 2008)</li> </ul>
<b>Company</b>	Bayport Financial Services
<b>Industry</b>	Financial services
<b>Employment dates</b>	May 2011 – March 2012
<b>Position</b>	Employment equity board secretary
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Prepare minutes of the meeting agenda, attendance register and amend the minutes</li> <li>• Participate in the committee and provide input on issues discussed</li> <li>• Assisting in preparing business proposals and presentations</li> <li>• Identifying issues and forming suggestion and solutions</li> <li>• Perform secretarial duties and</li> <li>• Participate in projects as proposed by the board.</li> </ul>
<b>Company</b>	Bayport Financial Services
<b>Industry</b>	Financial Services
<b>Employment dates</b>	November 2010 – March 2012
<b>Position</b>	Confirmation clerk
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Screening applications</li> <li>• Confirming employment with the human resources officers.</li> <li>• Verification of clients contacts numbers on the system (matrix, Yellow pages, etc.)</li> <li>• Update application on the system</li> <li>• Liase with the clients on the progress of application</li> <li>• Administration records of the application</li> <li>• Calculate affordability of client</li> <li>• Statistics update of sales and</li> <li>• ITC background check of clients.</li> </ul>
<b>Company</b>	Bayport Financial Services
<b>Industry</b>	Financial Services
<b>Employment dates</b>	December 2009 – October 2010
<b>Position</b>	Sales agent
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Direct Marketing of loans,</li> </ul>

	<ul style="list-style-type: none"> <li>• Make applications for loans,</li> <li>• Promotes / sells/ secures sales,</li> <li>• Demonstrates and explains services to potential customers and existing clients,</li> <li>• Keep abreast of loan services, trends and competition.</li> </ul>
<b>Company</b>	Office of the MEC for Health and Social Development
<b>Industry</b>	Social services
<b>Employment dates</b>	April 2010 – March 2013
<b>Position</b>	Primary health care facility committee member
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Provide feedback to the office of the MEC through report of the primary health care,</li> <li>• Attend committee meetings,</li> <li>• Observe service delivery at the primary health care facility,</li> <li>• Educate the community about health related matters such as HIV/AIDS, TB, etc.</li> <li>• Evaluation and monitoring of the primary health care facility</li> </ul>

Reference		
Name	Company	Contact
Sophie phahle	Noordwyk Primary School	082 720 5432
Tshiamo Makwana	Department of social Development (JHB Region-Midrand cluster)	011 207 2668 / 083 380 6017
Thabang Masetwadi	Department of social Development (JHB Region-Midrand cluster)	011 207 2660