

[Your Full Name]

Registered Social Worker (SACSSP) | Casework · Group Work · Community Development

[City, Province]

[Cell number]

[Email]

[LinkedIn, if you use it]

PROFESSIONAL SUMMARY

Compassionate, organised Social Worker with [X] years' experience in case management, psychosocial assessments and community-based interventions. Experienced in intake and risk screening, safety planning, referrals, stakeholder coordination (schools, clinics, SAPS, DSD, NGOs) and accurate case notes and reports. SACSSP registration: [Registered / In process, submitted Month Year]. Seeking a role in [child protection / family services / substance use / disability / hospital social work / community programmes] where I can contribute strong ethics, careful documentation and client-centred practice.

REGISTRATION

- **SACSSP:** Registered Social Worker · Registration number: [Number] · Valid from: [Month Year]
- **HPCSA/SANC:** [Only if it applies to you, otherwise delete this line]
- **Driver's licence:** [Code] · Own vehicle: [Yes/No]
- **Languages:** [English], [isiZulu], [Xitsonga], [Afrikaans]

KEY SKILLS

- Case intake, assessment and case planning
- Psychosocial assessments and risk screening (child protection, GBV, substance use)
- Crisis intervention and safety planning
- Short-term individual counselling, strengths-based approach
- Group facilitation (life skills, parenting, bereavement, relapse prevention)
- Home visits, community outreach and stakeholder engagement
- Referral pathways, resource mapping and advocacy
- Report writing: court-ready reports, progress notes, care plans
- Administration: caseload tracking, file audits, confidentiality
- Systems: MS Word, Excel, email, [SASSA/DSD/NPO system if used]

WORK EXPERIENCE

Social Worker – [Organisation], [City]

[Month Year] – Present

- Manage a caseload of about [X] clients, completing intake, assessments, case plans and regular reviews in line with organisational procedures.

- Conduct psychosocial assessments and develop intervention plans focused on safety, stabilisation and practical support, including referrals to shelters, clinics, legal aid and substance use services.
- Facilitate [number] weekly/monthly groups (e.g. parenting, life skills, bereavement), keeping attendance registers and session notes.
- Coordinate with schools, clinics, SAPS, DSD, community leaders and NGOs to ensure continuity of care and timely referrals.
- Keep accurate case notes and reports with confidential, audit-ready files; improved file compliance from [X]% to [Y]% using a simple checklist system.
- Support crisis cases and after-hours escalations according to the duty roster, including safety planning and emergency referrals.

Social Work Intern / Community Service / Candidate Social Worker – [Organisation],
[City]
[Month Year] – [Month Year]

- Completed supervised casework: intake interviews, genograms and ecomaps, needs assessments and basic counselling under supervision.
- Assisted with statutory documentation and report drafting (where applicable), keeping timelines and supporting evidence accurate.
- Conducted home visits and community outreach, identifying risk and protective factors and linking households to services.
- Supported programme delivery (awareness campaigns, school talks, community dialogues) and captured monitoring information such as attendance, feedback and follow-up actions.

EDUCATION

Bachelor of Social Work (BSW) – [University], [Year]

National Senior Certificate (Matric) – [School], [Year]

SHORT COURSES

- Child Protection / Statutory Processes – [Provider], [Year]
- Trauma-informed care / GBV response – [Provider], [Year]
- Substance use counselling basics – [Provider], [Year]
- First Aid Level 1 – [Provider], [Year]

REFERENCES

[Name], [Job title], [Organisation]
[Phone]
[Email]

[Name], [Job title], [Organisation]
[Phone]
[Email]