

**EERSTERUST CARE AND TRAINING CENTRE**  
**PERFORMANCE ASSESSMENT**

**Name of Employee :**

**Job Title : Care-giver**

**Main Purpose of Job : Providing a care-taking and instruction service to children**

**Minimum relevant qualification required :**

**Grade 10 or equivalent or related experience**

**Minimum relevant experience required :**

- 3 yrs experience in similar environment
- Short approved course in Mental health education
- Knowledge of START or other similar programme

**Internal Mandate Levels : None**

**Internal / External Customers : Internal only - Children**

| Key Performance Areas                                                     | Output / Outcomes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Agreed score | Development notes |
|---------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------------------|
| <p><b>1 Provide a care-taking and instruction service to children</b></p> | <p><b>Implementation of laid down life skills, behaviour modification and other relevant educational programmes and report on progress</b></p> <p><b>General supervision and caring of children in and out of the classroom</b></p> <p><b>Feeding of children</b></p> <p><b>Stimulation of children</b></p> <p><b>Draw up and implement socialisation and recreational programmes for the children</b></p> <p><b>Assist drivers with the collection of children from their homes to the school.</b></p> <p><b>Assist drivers to return children from the school to their homes.</b></p> <p><b>Assist drivers with the transportation of children to the hospital or clinic</b></p> <p><b>Assist children, where necessary, in getting</b></p> |              |                   |

|  |                                                                                                                                                                                                                                                                                    |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
|  | <p>into and out of vehicle.</p> <p>Ensure the safety of children.</p> <p>Ensure that class-rooms are kept neat and tidy</p> <p>Attend meetings in order to get direction and to give feedback</p> <p>Any other duty given from time to time at the discretion of the Principal</p> |  |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|

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| 2. Continuous self Improvement | <p>Keeping up to date with developments in the mental health sector</p> <p>Attend relevant courses</p> |  |  |
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**TOTAL SCORE:**

**DIVIDE BY NO OF KPA'S:**

**FINAL SCORE:**

**Scorecard criteria**

Unacceptable – minus 2 = No bonus

Require improvement – minus 1 = No bonus

Competent – 0 = 50% bonus

Exceeds – 1 = 75% bonus

Vastly exceeds – 2 = 100% bonus

Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_

Signature of Employer: \_\_\_\_\_