



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

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### **CIRCULAR No. 200** **OSC Ref. C.4860<sup>9</sup>**

19<sup>th</sup> August, 2020

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to fill the **vacant** posts of **Professional Social Worker (SWG/PS 2)** in the **Overseas Employment Family Services Unit, (St. Ann and Kingston & St. Andrew), Ministry of Labour and Social Security (MLSS)**, salary range \$1,147,014 – \$1,363,439 per annum and any allowance(s) attached to the post.

#### **Job Purpose**

To conduct investigations into the circumstances of vulnerable/disadvantaged individuals /families and make recommendation for them to obtain support/welfare assistance through the Family Services Unit or the Public Assistance Department of the Ministry.

#### **Key Responsibilities**

- Carries out investigations into the circumstances of families of overseas workers who have been identified as needing support;
- Makes recommendations regarding the provision of support welfare benefits for these families;
- Manages cases for at least 300 families of overseas workers who are in need of the Ministry's support and assistance;
- Maintains electronic case files on such families through regular monitoring and assessment activities;
- Provides information to assist in obtaining support from overseas workers for their families whether through the Courts or otherwise;
- Maintains dialogue with the Director and Administrators of the Family Services Unit regarding the cases of families being managed;
- Ensures that outstanding cases are brought to the urgent attention of the Director;
- Conducts investigations in order to facilitate the provision of welfare benefits/gratuity and other payments for former workers/families of overseas workers who are in need;
- Interviews/investigates applicants for other benefits which can be obtained through the Ministry's Public Assistance Department;
- Assesses the circumstances and damage to dwellings of victims of natural disasters and submits assessments for them to receive benefits;
- Identifies and refers potential beneficiaries to the Steps-to-Work and the Special Youth Employment and Training Project, PATH and other Public Assistance Programmes of the Ministry;
- Assists with distribution of relief supplies to victims of natural disasters;
- Oversees and provides guidance to the Social Services Administrators attached to the respective Regional Offices in the performance of their duties;
- Monitors the activities of the Social Work Administrators in the respective Regional Offices to ensure that these are in keeping with their assignments.

#### **Required Knowledge, Skills and Competencies**

- Excellent interpersonal skills.
- Excellent oral and written communications skills
- Proficiency in the use of the relevant computer software.
- Ability to communicate with persons at all levels.
- Must be highly confidential
- Must be a team player.

**Minimum Required Qualification and Experience**

- First Degree in Social Work
- Three years related work experience.

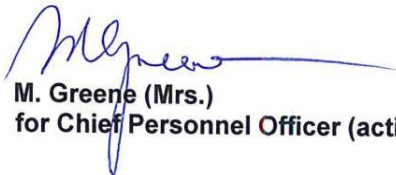
Applications accompanied by Résumés should be submitted **no later than Tuesday, 1<sup>st</sup> September, 2020 to:**

Senior Director  
Human Resource Management and Development  
Ministry of Labour and Social Security  
14 National Heroes Circle  
Kingston 4

Email: [resume@mlss.gov.jm](mailto:resume@mlss.gov.jm)

Please note that only shortlisted applicants will be contacted.

**Please ensure that a copy of this circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and brought to the attention of all eligible officers.**

  
M. Greene (Mrs.)  
for Chief Personnel Officer (acting)