



**CIRCULAR NO. 3/2021**  
**File No. 310/04 <sup>III</sup>**

**12<sup>th</sup> January, 2021**

**Chief Executive Officers**

**Sir/Madam**

Chief Executive Officers are asked to invite applications from suitably qualified persons to fill the undermentioned vacant post of **Poor Relief Officer 1 (SWG/SSA 2) (2 POSTS)** in the **St. James Municipal Corporation** salary range \$836,323– 994,125 per annum and any allowance (s) attached to the post:

***Job Purpose***

Under the general direction of the Inspector of Poor, the Board of Supervision and in accordance with the Poor Relief Laws and Rules of the Board of Supervision, the Poor Relief Officer 1 has the responsibility to provide care for the destitute and to administer Poor Relief in accordance with the Poor Relief Law.

***Key Responsibilities***

1. Disbursing benefits in the division by:  
Operating an imprest for:
  - Monthly allowances
  - Burial of registered poor persons or destitute persons
  - Repairs to houses and latrines of poor persons
  - Public Parks, under the responsibility of the Municipal Corporation
  - Other general services
2. Providing immediate relief to applicants where necessary
3. Visiting each applicant at his/her place of residence to verify information provided by applicant
4. Ensuring that each applicant under sixty (60) years of age has his/her stated physical/mental disability certified by a Medical Officer
5. Processing applications for presentation to the Poor Relief Committee
6. Arranging the admission of Registered Poor persons to Infirmaries or Health Institutions as recommended by Medical Officers
7. Preparing Pay Roll
8. Purchasing and issuing clothing to Registered and Temporary poor persons and Indigent children where necessary
9. Distributing PATH benefits to non-institutionalized registered poor persons and other qualified recipients
10. Investigating applicants for indigent Housing and Rehabilitation grants under the Local Development and Central Emergency Relief Programmes
11. Assisting in securing accommodation for Registered Poor
12. Supervising the construction of Indigent Houses
13. Assisting in the development of Rehabilitation Projects
14. Assisting destitute discharged prisoners with accommodation and/or clothing, bed and bedding
15. Visiting registered poor at least twice per year and making adjustments where circumstances have changed
16. Conducting investigations relating to destitute repatriates requested by the Ministry of Foreign Affairs and Foreign Trade
17. Keeping Cash Books, Accounts, Ledger and supporting records relating to disbursement of funds
18. Ensuring the storage of belongings (furniture, tools etc) of registered poor who are placed in Infirmaries of Health Institutions
19. Assisting with the medical care and education of children of registered poor persons, destitute children and orphans

20. Reporting breaches of the guiding Laws of Poor Relief by any person who is legally liable to support a relative and by negligence causes the relative to become a liability of the state
21. Visiting the children regularly to assess their condition and progress
22. Assisting in providing jobs for school leavers
23. Oversee already vested properties by:
  - Keeping consistent checks on vested properties and recording any illegal occupation of such properties and making recommendations on irregularities to Inspector of Poor
  - Making recommendations to Inspector of Poor through Deputy Inspector of Poor to have such properties sold on behalf of the Corporation
24. Acting as Chief Indigent Housing Officer of the Parish by:
  - Supervising repairs, construction and upkeep of Registered Poor houses and latrines
  - Visiting and investigating clients for housing for construction and repair grants under the Indigent Housing Programme
  - Checking with contractors for construction and repairs of Indigent houses
  - Seeing to correct amount of materials ordered and delivered from Hardware stores for construction and repairs
  - Inspecting and reporting completion of jobs to Inspector of Poor in order for final inspection to be done by Inspector of Poor or Deputy Inspector of Poor and the Area Officer Board of Supervision
25. Acting as Liaison Officer with other Ministries or Departments to facilitate optimum services and assistance e.g. Ministry of Housing with respect to construction and repairs of Indigent Housing, Public Health Department with respect to proper site and construction of Registered Poor toilets
26. Interviewing and reporting on all applicants seeking assistance
27. Recording relevant data and information about each applicant
28. Conducting monthly payments, balance records and prepares financial statements for reimbursements
29. Conducting domiciliary visits to all registered poor at least twice annually
30. Preparing monthly reports on all areas of operations
31. Ensuring that all dependents of registered poor are provided with proper education in cooperation with children's officer
32. Maintaining data and records in proper order
33. Ensuring that all clients are cared for totally through counselling, liaising with other relevant agencies and departments
34. Assisting in identifying and inspecting shelters
35. Investigating victims in and out of shelters and see to their rehabilitation
36. Referring unqualified applicants to the relevant organization or department
37. Performing any other related duties assigned by the Inspector of Poor

#### ***Key Outputs***

1. Cash Book
2. Reports prepared
3. Clients visited
4. Infirmary visited

#### ***Key Competencies***

1. Good oral and written communication skills
2. Tact and ability to get along with others
3. Excellent interpersonal skills
4. Good negotiation skills

#### **Qualification and Experience**

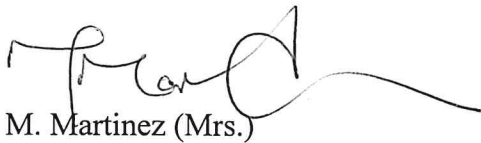
1. A minimum of four (4) CXC/GCE subjects inclusive of English Language and a numeric subject
2. A minimum of two (2) years relevant experience
3. **Board of Supervision Diploma in Human Services required for appointment.**

Applications accompanied by resumes should be submitted **no later than 29<sup>th</sup> January, 2021 to:**

**Secretary  
Local Government Services  
Office of the Services Commissions  
Ministry of Finance and the Public Service Complex  
2<sup>nd</sup> Floor, G Block  
30 National Heroes Circle  
Kingston 4**

**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 Municipal Corporations and brought to the attention of all eligible officers.**



M. Martinez (Mrs.)  
Secretary  
Local Government Services  
for Chief Personnel Officer

Chief Executive Officer:

KSAMC, Portmore, St. Thomas, Portland, St. Mary, St. Ann, Trelawny, St. James, Hanover,  
Westmoreland, St. Elizabeth, Manchester, Clarendon, St. Catherine

