



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

JAMAICA, WEST INDIES

TEL: 876-922-8600

FAX: 876-924-9764

EMAIL: [communications@osc.gov.jm](mailto:communications@osc.gov.jm)

WEBSITE: [www.osc.gov.jm](http://www.osc.gov.jm)

### **CIRCULAR No. 277**

**OSC Ref. C. 4860<sup>9</sup>**

**16<sup>th</sup> August 2021**

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 post of Social Worker 1 (SWG/PS 1) (Vacant)**, in the **Supervision of Public Assistance Division. (Clarendon Local Office)** of the **Ministry of Labour and Social Security**, salary range \$971,631 to \$1,154,964 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Under the supervision of the Administrator, Social Assistance Programmes, the Senior Case Officer provides social interventions, counselling and career development support to clients of the Public Assistance Division of the Ministry including PATH, Steps to Work, Youth Empowerment Strategy (YES) and Special Youth Employment and Training projects, by assisting them to identify barriers to their economic well-being and working with them to devise strategies to overcome these barriers. The Social Worker must ensure that the Social Work Functions are executed efficiently and effectively throughout the assigned Parish by using appropriate Case Management methodologies established for the programmes as a part of the Government of Jamaica guidelines and procedures.

### **Key Responsibilities**

- Conducts social investigations and assessments with potential clients and, where required, with their families to determine needs and identify underlying causes of socio-economic issues;
- Appraises clients on the requirements and provisions of the social assistance and other programmes most suitable to address needs identified;
- Identifies families non-compliant with conditions of PATH and at-risk of termination from the Programme;
- Identifies and conducts assessment of PATH at-risk families and work with families to identify interventions most appropriate to effectively address their needs;
- Develops and documents **Individualised Development Plans** for at risk PATH beneficiaries that identify their priorities, desired outcomes and the strategies and resources that will be needed to attain these outcomes;
- Identifies and links clients of PATH and other social intervention programmes of the Public Assistance Division with the referral services, resources and opportunities identified as appropriate for addressing their needs;
- Prepares Treatment Plan for clients requiring medium and long term task centred interventions;
- Provides Case Management support for clients of each programme in the assigned parish, including home and field visits;
- Provides information, counselling and career development support to guide clients in selecting the best course of action to meet their individual development needs;
- Recommends interventions, assists clients to make decisions between a range of options and guides clients to select the best alternative actions where interventions of first choice are not immediately accessible;
- Liaises with, makes referrals to and maintains close contact with assigned representatives in supporting Agencies to monitor the progress of cases referred;
- Monitors and evaluates progress of clients to ascertain continued appropriateness and effectiveness of interventions chosen;
- Works with clients to ensure transition from one phase to the next in their Individualised Development Plans.
- Ensures that clients register with all required Government Agencies and have at least one form of Government Identification, Taxpayer Registration Number (TRN) and registered under the National Insurance Scheme;
- Ensures that clients in entrepreneurship ventures register for and are compliant with statutory obligations;
- Conducts assessments of and makes recommendations for Entrepreneurship, Education, Rehabilitation, Compassionate or Emergency Grants;

- Monitors clients' participation in Social Intervention Programmes and income generating projects through at least one quarterly visit to their homes, businesses and/or training institutions;
- Prepares and maintains accurate and up to date Client Case History Records and prepares Social Work Case Management Reports;
- Assesses the circumstances and damage to dwellings of victims of disasters and makes recommendations for assistance;
- Monitors and assists with the distribution of relief supplies to victims of disasters;
- Participates in training, team meetings and Case Management Meetings, both internal and inter-agency;
- Attends meetings, seminars, conferences, exhibitions, expositions of community groups and other organisations to promote PATH and the other Social Intervention Programmes of the Ministry;
- Prepares monthly activity reports for submission to the Administrator, Social Assistance.

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

- Excellent interviewing, investigating, analysing and monitoring techniques
- Good oral and written communication skills
- Good interpersonal skills
- Good Time Management skills
- Sound knowledge of Social Intervention Programmes, PATH and the functions of the Public Assistance Division
- Proficiency in the relevant computer applications
- Good Case Management skills

### **Special Competencies**

- Excellent report writing skills
- Interviewing, investigating and analysing techniques
- Ability to communicate effectively orally and in writing with persons at all levels
- Knowledge of the services offered by various social assistance agencies.
- Excellent inter-personal relationship skills

### **Minimum Required Qualification and Experience**

- First Degree in Social Services and Certificate in Social Work OR BSc. Social Work
- Three (3) years related work experience

Applications accompanied by résumés should be submitted **no later than Friday, 27<sup>th</sup> August 2021 to:**

**Senior Director HRM&D  
Ministry of Labour & 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.**



**Merle I. Tam (Mrs.)  
for Chief Personnel Officer**