



## OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

30 NATIONAL HEROES CIRCLE, KINGSTON 4

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### **CIRCULAR No. 333** **OSC Ref. C. 4860<sup>9</sup>**

30<sup>th</sup> September, 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 (Parish Organizer) (SWG/PS 1)** within the **National Council for Senior Citizens (St. Thomas), Ministry of Labour and Social Security**, salary range \$971,631 - 1,154,964 per annum and any allowance(s) attached to the post.

### **Job Purpose**

Reporting to the Principal Social Worker, organizes, co-ordinates and maintains programmes and activities for the well-being of persons sixty (60) years and over.

### **Key Responsibilities**

- Conducts socio-economic surveys of Senior Citizens for the Senior Citizens Programme by:
  - ✓ Utilizing data prepared by Statistics Department
  - ✓ Visiting communities to identify the aged 60 years and over
- Organizing Senior Citizens Clubs by:
  - ✓ Recruiting volunteers within each district to assist in the establishment and operation of the Senior Citizens Club
  - ✓ Identifying and making arrangement to utilize buildings where club meetings can be held on a regular basis
  - ✓ Arranging cultural, spiritual, physical, social and occupational activities
  - ✓ By conducting family to family programmes in which one family assists a senior citizen or a couple in need of financial assistance, personal care, companionship, recreation and other social amenities.
- Trains volunteers and assigns them to project (such as income-generating projects);
- Supervises work of volunteers in their areas;
- Obtains publicity and conducts Public Relations in respect of the programme;
- Liaises with organizations (adult & youth), churches, schools, business firms, service clubs, community leaders etc. to acquaint them with the aims and objectives as also the activities and the programmes of the Agency and encourages participation through way of service and/or gifts to senior citizens;
- Organizes & supervises feeding centres based on surveys carried out;
- Assigns investigations of beneficiaries to Feeding Centre Clerks;
- Acts as Liaison Officer between volunteers and Head Office (National Council for Senior Citizens);
- Organizes and attends monthly Project Meeting with volunteers;
- Undertakes "House Visits" to ascertain the relevant needs of Senior Citizens and endeavours to assist with their needs;
- Refers Senior Citizens for Public Assistance or to the Poor Relief Department of the Parish Council, National Insurance Office, carries out surveys, registers Senior Citizens re: Drug for the Elderly Programme, NHF, GOJ, Medical Institutions and other social agencies for appropriate benefits where necessary;
- Supervises Handicraft Instructors;
- Arranges for:
  - ✓ Senior Citizens' Week
  - ✓ Tours to places of interest
  - ✓ Special Services and other social activities for Senior Citizens
  - ✓ Educational and Cultural Programmes
  - ✓ The promotion and institution of income-generating programmes for the elderly
  - ✓ Participation of elderly in national & community events/programmes
  - ✓ Christmas Treats

- Reports on matters relating to the welfare of the elderly and Senior Citizens Club through the Executive Director, National Council for Senior Citizens;
- Supervises Senior Citizens Club Craft Shop for the marketing of craft items produced by Senior Citizens;
- Plans and supervises fund-raising programmes for Senior Citizens Clubs;
- Replies to all correspondence related to Senior Citizens activities;
- Attends enrolment service for Senior Citizens and presents Senior Citizen Buttons etc.
- Carries out surveys of members for Parish Committees;
- Supervises Home-help Services by preparing assignments for Nurse Aides to visit home of shut-ins to do necessary chores etc;
- Prepares and submits monthly and other reports to the Council as requested
- Pays special attention to complaints, requests and appraisals received from beneficiaries;
- Supervises students who are on practicum experiences;
- Coaches competitors for competitions i.e. Bible Quiz, Spelling;
- Performs any other duties that may be assigned from time to time.

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

#### ***Functional/Technical:***

- Good oral and written communication skills
- Impact/Influence

#### ***Behavioural:***

- Teamwork
- Interpersonal Communication
- Reliable and time management
- Ability to empathize

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

- Bachelor of Science Degree in Social Work;
- Two (2) Years work related work experience;
- Training in Gerontology would be an asset System.

Applications accompanied by résumés should be submitted **no later than Wednesday, 13<sup>th</sup> October, 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**