



OFFICE OF THE SERVICES COMMISSIONS

(CENTRAL GOVERNMENT)

MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING

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CIRCULAR No. 294

OSC Ref. C. 4860¹⁰

7th July, 2022

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to invite applications from suitably qualified officers in their Ministries/Departments/Agencies to be assigned to the post of **Senior Social Worker (SWG/PS 3) (Not Vacant)**, with effect from **August 2, 2022 to March 31, 2023** in the **Ministry of Labour and Social Security**, salary range \$1,397,141 - \$1,660,762 per annum and any allowance(s) attached to the post.

Job Purpose

Under the general supervision of the Public Assistance Director and the direct supervision of the Director of Client Services: co-ordinates all the activities relating to monitoring compliance and addressing issues of non-compliance for the PATH, the processing of non contributory Social Interventions Grants as set out in the operations manual.

Key Responsibilities

- Organises the process of checking and vetting of Post Secondary Application and Tertiary Bursary;
- Liaises with Parish Managers to organise timely submission of Post Secondary Grants;
- Liaises with relevant Tertiary Institutions to organise timely submission of Bursary Grants;
- Designs and prepares Guidelines for Health Grant and Education compliance procedure;
- Liaises with Ministry of Health and Wellness and Education personnel on matters affecting compliance;
- Provides information to Training Officer for the design of Compliance Training for staff of the Ministries of Health and Wellness and Education, PATH beneficiaries and beneficiary's representative;
- Develops training modules in collaboration with the Training Manager to meet the needs of Social Workers and Appeal Committee Members;
- Liaises with Management Information Unit on the processing for compliance data and the printing of compliance listing;
- Co-ordinates the preparation and distribution of Compliance Listing to Parish Offices for over 1000 Schools and 400 Health Centres;
- Organizes the timely distribution and the collection of Compliance Listing to the Schools and Health Centres;
- Compiles Compliance Listing and sends to Management Information Unit for entry;
- Liaises with Management Information Unit on the entering, processing and printing of data for non compliance beneficiaries;
- Co-ordinates the investigation and reporting on non-compliant beneficiaries;
- Liaises with MIS on the processing and printing of Non-compliant Reports of beneficiaries;
- Organises the distribution of Non- Compliance Reports listings to Parish Offices;
- Organises all activities in relation to processing and payments of Path Bimonthly payment for beneficiaries;
- Plans , co-ordinates, supervises and monitors all activities related to Application, Verification, Payment, Recertification and family change of PATH;
- Establishes a reporting structure for PATH and PAD with the Parish Offices;
- Participates in policy formulation by making recommendations towards the improvement in operations and procedures;
- Participates in Designing Training Programmes for internal and external stakeholders of PATH;
- Participates in the design of Public Education activities relating to PATH and PAD;
- Prepares detailed status report on all aspects of PATH and PAD;
- Directs procedures for the delivery of services to clients/customers;

- Designs appropriate reporting formats for Parish Administrators and Social Workers to ensure uniformity in the Social Work process in the Parish Office particularly in Case Management and preparation of reports;
- Liaises with Parish Managers to organise timely submission of Report from Parish Appeals Committee;
- Liaises with Path Accounts Unit for the timely payments for Appeals Committee members;
- Liaises with Parish Managers for Report for Re-Application Process;
- Prepares Parish Schedule for Re-Application process;
- Validates the bimonthly Social Pension payment;
- Completes the Social Pension Direct Deposit Rejection report.

Required Knowledge, Skills and Competencies

- Ability to motivate others.
- Leadership skills.
- Good oral and written communication skills.
- Computer literate
- Excellent co-ordinating and organising skills
- Good Team player

Minimum Required Qualification and Experience

- First Degree in Social Sciences;
- Minimum of five (5) years experience in the Social Work field.

Special Conditions Associated with the Job

- Be able and willing to work long hours;
- Work on Public Holidays;
- To travel island wide.

Applications accompanied by résumés should be submitted **no later than Wednesday, 20th July, 2022 to:**

**Senior Director HRM&D
Ministry of Labour & Social Security
14 National Heroes Circle
Kingston 4**

Email: 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**