



OFFICE OF THE SERVICES COMMISSIONS
LOCAL GOVERNMENT SERVICES COMMISSION
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
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24th July, 2024

OSC Ref. 310/04^{IV}

CIRCULAR No. 11/2024

Chief Executive Officers

Sir/Madam

Applications are invited from suitably qualified Officers to fill the vacant post of **Poor Relief Officer 3 (SWG/PS 2)**, salary range \$4,266,270 – \$5,737,658 per annum and any allowance(s) attached to the post in the **St. Thomas Municipal Corporation**.

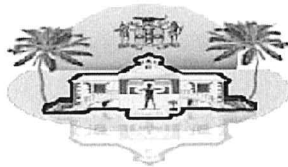
Please see attached the relevant job posting.

Applications are to be submitted no later than 9th August, 2024 to:

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

Please note that only short-listed applicants will be contacted.

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



St. Thomas Municipal Corporation
11 Church Street
Morant Bay P.O.
St. Thomas

JOB DESCRIPTION OF DUTIES AND RESPONSIBILITIES

Job Title: POOR RELIEF OFFICER 3

Grade: (SWG/PS 2)

Department: POOR RELIEF

Direct Reports: INSPECTOR OF POOR

Poor Relief Officer (SWG/PS 2) Post No. 128230 – salary range: \$4,266,270

JOB PURPOSE

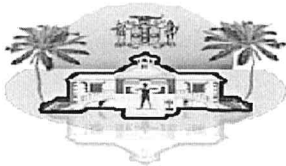
Under the supervision of the Inspector of the Poor, the Board of Supervision and in accordance with the Poor Relief Laws and Rules of the Board of Supervision, the Deputy Inspector of Poor has the responsibility to provide care for the most destitute and vulnerable in the Society and to administer Poor Relief in accordance with the Poor Relief Law.

KEY OUTPUT

1. Check cash books and Cash for Assistant Inspectors of Poor at the end of each month for reimbursement.
2. Compile reports at the end of each month.
3. Conduct regular visits of the areas and clients assigned,
4. Visiting of clients at least twice per year.
5. Making regular visits to the Infirmary.

PERFORMANCE CRITERIA

- Key deliverables are produced within agreed timescales to required standards.

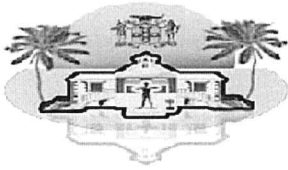


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- Deputization is executed accordingly.

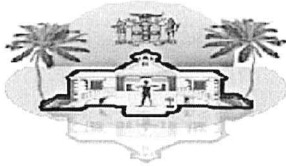
JOB RESPONSIBILITIES

1. Receiving the imprest, goods and materials for the relief of the poor and destitute.
2. Affording where necessary in his assessment, immediate relief to applicants.
3. Visiting each applicant at his/her place of residence within 24hrs of application in order to verify the information as supplied by the applicant.
4. Taking steps to ensure that each application, with appropriate recommendation based on findings from domicile visits and the Medical Officer's Certificate, presented to the Poor Relief Committee at its next sitting for decision.
5. Ensuring the admission of Registered Poor Persons to Infirmaries or Health Institutions is recommended by the Medical Officers.
6. Writing pay roll.
7. Operating an imprest for the making of monthly disbursement, allowing Registered Poor and destitute persons repair to pauper houses, latrines and other general services.
8. Making purchases and issues of clothing to Registered and Temporary Poor Persons where deserving and indigent children.
9. Investigating cases for Indigent Housing Programme, Central Emergency Relief Assistance and to administer such grants.
10. Assisting in securing housing accommodation for Registered Poor where necessary.
11. Supervising the construction and repairs of Indigent Houses for beneficiaries under the programme.
12. Giving assistance in the form of rental, clothing, bed and bedding to discharge prisoners who are not readily accepted or acceptable in society for employment etc. who invariably apply in person or are referred by After Care Officers or Social Workers.

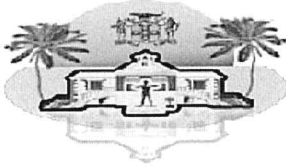


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13. Ensuring transportation of beds and bedding to registered poor who are unable to make their own arrangements.
14. Giving assistance for housing of cases discharged from Bellevue Hospital and assisting in follow-up work to ensure that they regularly attend for medication, other treatment and suitable occupation therapy is provided in keeping with individual requirement so that such persons may regain confidence and re-adjust to society as quickly as possible.
15. Paying domiciliary visits at least twice per year (by law) to registered poor and note any change in circumstances and to make prompt adjustments in such cases where necessary.
16. Paying regular visits to Infirmaries and Health Institutions to check in programme of Registered Poor Persons.
17. Conducting investigations on behalf of the Ministry of Foreign Affairs (in respect of destitute repatriate) and Ministry of Health.
18. Assisting Police Department in burial of Court Victims and reporting to Inspector of Poor for recovery of all funds expended.
19. To be the custodian and account of all funds and material for disbursement to Poor Persons in the area assigned and from the properties of the registered poor by:- keeping cash books, account ledger, supporting records in connection and reflection of disbursement and collection of funds.
20. Issuing pay tickets to now Registered Poor and duplicate pay tickets for Registered Poor so in need.
21. Ensuring the storage of belongings (furniture etc.) and the keeping of property (land, tools etc.) of Registered Poor who are removed to the Infirmaries or Health Institutions.
22. Ensuring accurate recording in the Rent Register, the particulars in case of registered Poor to whom the Poor Relief Committee has granted relief.
23. Entering payments of Temporary and Interim relief to applicants in the Temporary Relief Register.



24. Checking with Assistant Inspectors of Poor for application forms submitted for enrolment as regards to Temporary Relief Payment and recommendations for enrolment.
25. Assisting, supervising and ensuring medical care and education to all orphaned children, children of registered Poor Persons and families whose breadwinner are serving prison sentences by:
 - ✓ Making investigation into the circumstances of all clients and persons applying for assistance on behalf of destitute children within areas assigned.
26. Identifying and making recommendations through the Inspector of the Poor to the Poor Relief Committee as to the form of assistance to be afforded such children.
27. Seeing to the education of such children-school placing, provision of text books and uniforms etc.
28. Visiting schools to check attendance and progress of each child under the Poor Relief Law.
29. Providing medical attention for those children where necessary.
30. Investigating on behalf of and arranging for the transfer of children born in Mental Hospitals and Prisons to other appropriate institutions.
31. Detect and report breaches of the guiding laws of Poor Relief the Rules and Regulations of the Board of Supervision within the prescribed timeline.
32. Pursuing continuous investigation into registered poor cases to:
 - ✓ Detect any person who is legally liable to support his relatives and caused such person to be a liability of the state.
 - ✓ Identify Registered Poor who has regained health and living in concubinage with person who is earning adequately to meet family expenses.
 - ✓ Ensure Registered Poor still domicile in area and is still in need.
33. Making submission for removal of recipients from list if Registered Poor has removed from area or is gainfully employed.
34. Compiling and submitting Returns to the Inspector of Poor at the end of each month in respect to the number of registered poor remaining at the end of the month.



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35. Submit reports on the statistic of individuals as well as aggregate issue of clothing to registered poor, statements showing the total number of visits made for the month to Registered Poor, quarterly, half yearly and annual returns.
36. Compiling and submitting monthly reports on Indigent Housing as to the number of Repaired, the number built and the number of projects established respectively.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

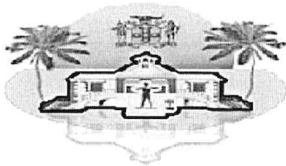
- Deputize/make decisions in the absence of the Inspector of Poor
- Assess cases in regards to destitute persons; make recommendation for admission to the Infirmary or any other benefits where applicable.
- Indirectly supervise Poor Relief Officers
- Encash Imprest cheque allotted to area(s) served for Registered Poor, apportion same and distribute according to individual needs.

KEY COMPETENCIES

- Sound knowledge of the Poor Relief Act and Regulations, regulations of the Board of Supervision and any other law associated with the administration of relief to the poor, destitute and disenfranchised.
- Basic knowledge of accounting principles.
- Have an aptitude to work among the socially disadvantaged.
- Good communication skills
- Sound knowledge of management principles and practices.
- Innovativeness
- Excellent interpersonal skills
- Excellent planning and organizational skills.

QUALIFICATION

The incumbent should possess the Board of Supervision Certificate/Diploma in Human Services for Poor Relief Officers along with the basic qualifications for entry into Civil Service- (four CSEC/GCE/CXC subjects inclusive of English Language and a numeric subject (Mathematics/Accounts)).



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VALIDATION

The incumbent should possess at least five (5) years as a practicing Poor Relief Officer and should possess a working knowledge of the Poor Relief Act, Rules and Regulation.

Any other duty(s) that may be assigned by the Chief Executive Officer or any other senior officer vested with his/her administrative authority from time to time.