

CIRCULAR NO. 14/2011

FROM: CHIEF PERSONNEL OFFICER/PUBLIC SERVICE COMMISSION
TO: ALL PERMANENT SECRETARIES AND HEADS OF DEPARTMENTS
REF: PSC 147
DATE: 6TH SEPTEMBER 2011
SUBJECT: ADVERTISEMENT FOR THE VACANT POST OF CLINICAL COUNSELLOR – SOCIAL SERVICES – MINISTRY OF SOCIAL DEVELOPMENT

Applications are invited from suitably qualified persons from within and outside the Public Service to fill the vacant post of Clinical Counsellor, Social Services, in the Ministry of Social Development.

QUALIFICATION AND EXPERIENCE

Applicants should possess:-

- (a) Master's Degree in Counselling or Psychology;
- (b) at least three (3) years clinical experience.

PERSONAL QUALITIES REQUIRED FOR APPOINTMENT

The holder of the post must be:-

- (i) in good physical and mental health;
- (ii) personable and empathetic;
- (iii) a good listener;
- (iv) highly self motivated;
- (v) diplomatic and sensitive;
- (vi) a team player;
- (vii) flexible
- (viii) an independent thinker with good judgement;
- (ix) confidential;
- (x) possess strong integrity.

KEY TASKS

Service Delivery

- (1) To counsel individuals, groups and families in order to understand problems, define goals and develop realistic action plans to help them.
- (2) To conduct screening, assessment and referral of clients as appropriate.
- (3) To analyse data such as interview notes, test results and reference manuals in order to identify symptoms and to diagnose the nature of clients' problems.
- (4) To develop and implement treatment plans based on clients' interests, abilities and needs.
- (5) To conduct group therapy and group sessions for victims in areas assigned, e.g. child abuse.
- (6) To evaluate the results of counselling techniques to determine the reliability and validity of treatments.
- (7) To discuss progress towards goals with clients.
- (8) To consult with other specialists concerning treatment plan and amend plan accordingly.
- (9) To collect information and maintain proper records about individuals or clients, using interviews, case histories, observational techniques and other assessment methods, in accordance with all applicable policies and regulations in force.
- (10) To provide advice and reports to the Psychologist on the therapeutic social services delivered to vulnerable groups.

Planning and Development

- (11) To plan and facilitate community outreach and public awareness or education activities in implementing Social Services programmes.
- (12) To provide formal teaching, consultation and in-service training to relevant professionals.
- (13) To organise, implement and sustain training programmes for staff and stakeholders.
- (14) To offer prevention and education programmes and services as practicable based on client needs.

- (15) To consult with other professionals to discuss therapies, treatments, counselling resources or techniques, and to share occupational information.
- (16) To monitor and evaluate the integrity of data collected by the personnel responsible and to maintain the database on programmes and services delivered and administered by the Division for decision-making and evaluation purposes.
- (17) To undertake any related duties assigned from time to time.

IMMEDIATE SUPERVISOR

Psychologist

FUTURE CAREER OR PROMOTION PROSPECTS

Within the Social/Administrative stream.

SPECIAL FEATURES OF THE JOB

- May be required to work flexible hours, including nights, weekends and holidays.
- May require participation in local, regional and international fora.
- May require local and overseas travel.
- May be required to interface with the media.

COMPETENCIES/SKILLS REQUIRED FOR APPOINTMENT

- Knowledge of standard documentation requirements for clinical casework;
- Knowledge of available referral resources appropriate for clients;
- Ability to intervene in crisis situations, using sound professional judgement, ethical practice and common sense;
- Inductive and deductive reasoning;
- Strong ability to quickly analyse and select pertinent facts from a variety of sources and strategise suitable and effective solutions;
- Excellent interpersonal skills;

- Strong oral and written communication and presentation skills;
- Adept in the use of computer software applications.

SALARY

The salary attached to the post is at the rate of \$35,964.00 per annum in the Grade I, by incremental points to \$51,060.00.

Applications from interested persons stating age, academic qualifications, length of service (where applicable), present position and salary, should be addressed to the:-

**Chief Personnel Officer
Public Service Commission
Financial Complex
Building No. 1
The Carenage
St. George's
GRENADA**

Applications should reach me **no later than 5TH October 2011.**

Please note that ineligible applications would not be acknowledged.

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CHIEF PERSONNEL OFFICER (AG.)