

CIRCULAR NO. 15/2011

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 SOCIAL WORKER I – SOCIAL DEVELOPMENT DIVISION – MINISTRY OF CARRIACOU AND PETITE MARTINIQUE AFFAIRS

Applications are invited from suitably qualified persons from within and outside the Public Service to fill the vacant post of Social Worker I, Social Development Division, Ministry of Carriacou and Petite Martinique Affairs.

QUALIFICATION AND EXPERIENCE

Applicants must have a Bachelors Degree in Social Work or any other related field with at least three (3) years experience in Social Work or related activity at a supervisory level.

PERSONAL QUALITIES AND SKILLS REQUIRED FOR APPOINTMENT

The holder of the post must:

- Maintain high ethical standards;
- Possess high sense of responsibility;
- Be Dependable;
- Display a professional demeanour;
- Be Confidential;
- Be Respectable;
- Be Impartial;
- Have sound judgement.

COMPETENCIES/SKILLS REQUIRED FOR APPOINTMENT

- (a) Excellent oral and written communication skills.
- (b) Presentation skills.
- (c) Public Relations skills.
- (d) Time management skills.
- (e) Strong interpersonal skills.
- (f) Good managerial and leadership skills.
- (g) Analytical skills.

KEY DUTIES AND RESPONSIBILITIES

(1) Service Delivery

- (a) To plan, coordinate, implement and evaluate the rehabilitative programmes and delivery of social services to vulnerable individuals and groups nationwide, in collaboration with other senior staff.
- (b) To advise the Director of Social Services on all aspects of social service delivery.
- (c) To ensure that family services are provided in areas specified, e.g. investigation of Child Abuse Cases.
- (d) To monitor the activities of students at risk of dropping out of school and to take remedial action.
- (e) To manage specific functional areas, e.g. the monthly payments of Public Assistance, Probation, Juvenile Justice, etc.

(2) Planning and Development

- (a) To formulate, implement and evaluate Government's Social Services Policies and devise strategies for enhancing it as specified by the Ministry, in collaboration with other senior staff of the Division of the Ministry of Social Development.
- (b) To ensure the collection of data and the maintenance of the database on programmes and services delivered and administered by the Division for decision-making and evaluation purposes.
- (c) To participate in the review of relevant Social Service Legislation and Conventions to ensure compliance and for amendments where necessary.
- (d) To organise and/or implement and sustain training programmes for staff, stakeholders and unemployed youths at risk.
- (e) To follow up and periodically report on all projects of the Division.

(3) **Performance Management**

- (a) To participate in the preparation of the Corporate plan for the Ministry in keeping with Government's Social Services policies and Economic Strategy, e.g. Poverty Alleviation Strategy.
- (b) To ensure proper application of the Performance Appraisal System for subordinate staff and the development and operationalisation of realistic programmes and evaluation systems.
- (c) To supervise the work of the Social Worker II.

(4) **Liaison/Representation**

- (a) To liaise with key organisations involved in social services delivery, e.g. Child Welfare Authority, National Children Homes, Government Day Care Institutions, Senior Citizens Homes, etc., to provide assistance as needed.
- (b) To represent the Ministry/Government on local, regional and international committees/organisations as requested.
- (c) To perform any other related duties that may be assigned from time to time.

SPECIAL FEATURES OF THE JOB

- Extensive travelling.
- Working beyond the normal working hours.

IMMEDIATE SUPERVISOR

- Director of Social Services

SUBORDINATE STAFF

- Social Worker II
- Clerk/Typist
- Outreach Officer

FUTURE CAREER OR PROMOTION PROSPECT

- Director of Social Services

SALARY

The salary payable to the post is at the rate of \$35,964 per annum in the Grade (I), by incremental points to \$51,060.

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.

.....
CHIEF PERSONNEL OFFICER (AG.)