



## Ministry of National Security

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### **CAREER OPPORTUNITY**

The Ministry of National Security invites applications from suitably qualified candidates to fill the post of: -

#### **SOCIAL WORKER (SWG/PS 3) - VACANT**

**SALARY SCALE: \$1,397,141.00 - \$1,660,762.00**

#### **JOB PURPOSE:**

The incumbent is responsible for contributing to an improved justice system by offering protection and efficient client services to all clients on the program.

**The duties and responsibilities include but are not limited to the following:**

#### **KEY RESPONSIBILITIES:**

- Interviews all witnesses and completes all necessary documentation in preparation for entry to the programme;
- Investigates the welfare of dependents of witnesses with a view to offering assistance;
- Facilitates the relocation of witnesses and handles all activities involved in the resettlement of witnesses and their dependents;
- Prepares reports on social and financial circumstances of witnesses and makes recommendations to facilitate a decision to determine the extent of financial support required and who should have custody of children;
- Provides witnesses and their families with ongoing counseling and guidance;
- Presents clients for identification parade and post mortems;
- Escorts/Relocates and visits witnesses locally and overseas as required;
- Escorts/Attends court with witnesses and gives support where necessary;
- Escorts clients to medical facilities and psychologists;
- Assess and reassesses clients' needs and makes recommendation for increase or decrease in benefits;
- Investigates and assesses witness's suitability for job opportunities and makes recommendations secures job opportunities and assists them to initiate self-help projects where necessary and or appropriate;
- Ensures that arrangements are in place for witnesses to attend court and to provide them with information on court procedures;
- Maintains regular contact witnesses on the programme to ensure that they fulfill their legal obligations under the agreement and that their welfare needs are met;
- Prepares closing reports and assessments in respect of witnesses who have completed their tenure;
- Prepares confidential reports for Judges etc.
- Liaises with Government institutions to assess services for clients e.g. security;
- Visits companies to sign contracts on behalf of clients;
- Prepares monthly statistical returns to facilitate research and planning;
- Provides information for the purpose of coordinating and furnishing to approved authorities of contracting parties and the relevant authorities of any other country relevant information on the threat and risk assessments and other related matters;

#### **MINIMUM QUALIFICATION AND EXPERIENCE:**

- Bachelor's Degree in Social Work, Psychology or Counseling or equivalent qualification;
- Two (2) years' experience in a related field.

**SPECIFIC KNOWLEDGE & SKILLS:**

- Strong knowledge of the Justice System, Financial Administration and Audit Act;
- Good knowledge of parole/probation laws;
- Good knowledge of interviewing techniques;
- Knowledge of the psycho-sociological factors involved in committing crime;
- Knowledge of the psychological effects of witnesses;
- Ability to conduct investigations, evaluate findings and prepares reports;
- Knowledge of behavioral problems, mental illnesses and minority group problems;
- Ability to make critical observations while under stressful circumstances;
- Demonstrates high level of confidentiality and integrity;
- Emotional Intelligence;
- Ability to use professional judgment.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:**

- Typical working conditions;
- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- Working in high-kkkk environments;
- Direct contact with inmates;
- Exposure to extreme emotional hazards (stress, anxiety etc.);
- Able to cope with traumatic situations.

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 23, 2022** to the:

Director, Human Resource Management and Administration  
Human Resource Management and Administration Branch  
Ministry of National Security  
4<sup>th</sup> Floor NCB North Tower  
2 Oxford Road  
Kingston 5  
Email: [jobopp@mns.gov.jm](mailto:jobopp@mns.gov.jm)

**Subject: Social Worker (SWG/PS 3)**

**We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted**