



Ministry of National Security

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: \$4,060,697.00 -\$5,461,186.00

JOB PURPOSE:

The incumbent is responsible contributes to an improved justice system by offering Social Worker services.

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

KEY RESPONSIBILITIES:

- Interview all clients and subsequently complete all necessary documentation;
- Assess clients' needs and make the necessary recommendation;
- Address social, economic and medical needs of clients;
- Prepares reports on social and financial circumstances of clients and make the necessary Recommendations;
- Prepares other confidential reports for a variety of purposes;
- Seeks professional assistance for clients as deemed necessary;
- Investigates and assesses clients' suitability for job opportunities;
- Liaises with Government institutions to access services for clients;
- Prepares monthly statistical returns to facilitate research and planning;
- Updates cash book on a monthly basis for monies expended;
- Distributes financial assistance to clients as is necessary;
- Provides counseling and guidance;
- Conduct social enquiries;
- Attends monthly meeting with staff.

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;
- Coaching Techniques
- Conflict Management
- Security and Surveillance
- Defensive driving

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB:

- Willingness to work long hours
- High security and risky environment
- On call for 24 hours based on the nature of the job
- Working in poor weather conditions at times.
- Must own & or operate a reliable motor vehicle

Interested persons should forward their applications and résumés **NO LATER THAN Friday, December 16, 2022** to the:

Director, Human Resource Management and Administration
Human Resource Management and Administration Branch
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: 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