



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Social Worker

MINISTRY: Public Safety & Utilities

DEPARTMENT: Family & Children Services

LOCATION: The position is based in Providenciales, however at the discretion of the Director may be relocated to another part of TCI.

JOB SUMMARY:

The Child in Need Social Worker is responsible for delivering professional, evidence-based social work services to children and families across the Turks and Caicos Islands, with a focus on early intervention, prevention, and family support. The role provides targeted assistance to children who are vulnerable or at risk of harm, but who may not yet meet the threshold for statutory child protection intervention. The post holder conducts comprehensive assessments, develops and implements care and support plans, and provides direct casework intervention to strengthen family functioning, reduce risk, and promote the safety, stability, and well-being of children. This includes working with children at risk of abuse or neglect, as well as supporting vulnerable families, caregivers, and other at-risk groups within the community. The Social Worker is responsible for delivering counselling and support services, assessing foster and kinship care arrangements where applicable, and coordinating referrals to appropriate services. The role requires close collaboration with internal departments and external partners, including education, health, and law enforcement agencies, to ensure a coordinated, multi-agency response to identified needs. The post holder contributes to safeguarding efforts through accurate documentation, case monitoring, and adherence to established policies, standards, and legislation, ensuring that services are delivered in a timely, ethical, and child-centered manner.

KEY DUTIES AND RESPONSIBILITIES:

The following outlines the key responsibilities of the post. This is not exhaustive and may be adjusted in line with operational needs.

1. Case Management and Direct Intervention





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- Provide professional social work services, including individual, family, and group interventions to children and families.
- Conduct comprehensive assessments of children and families to identify needs, risks, and appropriate support measures.
- Develop, implement, and regularly review individualized care and support plans to promote child safety, stability, and well-being.
- Maintain effective case management, ensuring timely monitoring, follow-up, and accurate documentation of all interventions and outcomes.

2. Safeguarding and Risk Management

- Respond to and assess reports of children in need, including those at risk of abuse, neglect, or family breakdown.
- Undertake crisis intervention and provide immediate support to stabilize high-risk situations.
- Conduct investigations and enquiries as required, in line with safeguarding procedures and professional standards.
- Work to reduce risk and prevent escalation to statutory child protection where appropriate.

3. Reporting and Documentation

- Prepare high-quality reports to inform decision-making by the Courts and partner agencies, including care and protection matters, social inquiry reports, and home studies.
- Maintain accurate, up-to-date case records, ensuring compliance with departmental standards and confidentiality requirements.
- Compile and submit statistical and case activity reports as required.

4. Multi-Agency Collaboration and Advocacy

- Work collaboratively with internal departments and external agencies, including education, health, law enforcement, and community organizations.
- Advocate on behalf of clients to ensure access to appropriate services and resources.
- Make referrals and coordinate support services to address identified needs, including mental health and social support services.

5. Family Support and Community Engagement

- Support families through counselling, guidance, and practical interventions aimed at strengthening family functioning.
- Assess and support foster, kinship, or adoptive placements where required.
- Engage in community outreach, awareness initiatives, and preventative programmes to address emerging social issues.

6. Social Assistance Support

- Assess eligibility and make recommendations for social assistance support in accordance with established criteria.





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- Provide support in emergency or disaster situations, including coordination of assistance to affected individuals and families.

7. Professional Practice and Development

- Contribute to the development and review of policies, procedures, and service standards.
- Participate in training, supervision, and continuous professional development activities.
- Adhere to all applicable policies, ethical standards, and the Public Service Ordinance and related regulations.

8. General Responsibilities

- Undertake any other duties as assigned by the Senior Social Worker, Deputy Director, Director and/or Director in support of departmental objectives.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- **Essential:** Bachelor's Degree in Social Work. Consideration may be given to a Bachelors degree in Psychology, or a related field from an accredited institution, **with** experience in Social Work.
- Professional training or certification in areas such as child protection, counselling, or case management is an asset.

Experience:

- Minimum of 2 years' relevant experience in social work or a related field, with demonstrated exposure to working with children, families, and vulnerable populations.

Experience should demonstrate:

- Knowledge of early childhood development and family dynamics.
- Practical experience in counselling, client engagement, and human relations.
- Understanding of basic psychological principles and their application in social work practice.
- Familiarity with casework processes, including assessment, intervention, and follow-up.
- Awareness of departmental policies, procedures, and service delivery frameworks (or the ability to quickly acquire such knowledge).
- Understanding of the local cultural context and community dynamics within the Turks and Caicos Islands.
- Experience working collaboratively with partner agencies and service providers.

SALARY: Grade 6.1 - \$45,992.00 per annum

APPLICATION PROCEDURE:





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Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

"We thank all applicants for their interest, however, only persons selected for an interview will be contacted".

