



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE:	Social Worker
MINISTRY:	Ministry of Home Affairs and Transportation
DEPARTMENT:	Social Development & Welfare
LOCATION:	GRAND TURK however at the Discretion of the Public Service may be relocated to another island within the Turks and Caicos Islands

JOB SUMMARY

To provide professional social work services to the people of the Turks and Caicos Islands. This is a specialized professional position, which has departmental wide responsibility for the elderly, orphans and juveniles. The Social Worker is responsible for counselling clients and their families, interviewing and assessing foster families and collaborating with other departments and organizations to ensure that the needs of disadvantaged persons in the communities are met.

KEY DUTIES AND RESPONSIBILITIES:

1. Counsel clients and their families (individual, group and family)
2. Assess the needs of clients and their families for recommendations and implement changes (e.g. foster families, adoption, etc) Page 2
3. Case Manage assigned cases – plan, monitor and review assigned cases to ensure that progress is being made while keeping accurate and timely records
4. Crisis Intervention of reported cases of abuse and need to achieve positive change
5. Investigate cases of abuse and of needs of disadvantaged persons in the community and to implement practical intervention
6. Write reports – collect and document information in order to prepare reports which will assist the Court and other agencies in their decision-making process, e.g. Court matters such as child care and protection matters, Social Inquiry Reports on juvenile offenders, community service evaluations etc. Other reports such as Home Study Reports for prospective adoption and requested overseas reports etc.
7. Advocate/collaborate with other departments and organizations to ensure that needs of clients and their families are met and to enable them to access and utilize systems and/or services available in the local community
8. Community Work – assist in identifying community needs so that appropriate resources can be developed and conducting seminars with the school and other agencies to promote social awareness
9. Prepare monthly statistical reports
10. Assist with the formulation of policies





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11. Make referrals and giving assistance to mental health patients
12. Make recommendations and compiling applications for welfare recipients
13. Provide welfare grants in emergency or disaster situations
14. Visit prison to counsel and meet with prisoners
15. Work with the disaster committee and the Red Cross to prepare for the hurricane season
16. Adhere to all Public Service codes, rules and regulations
17. Perform any other related duties as directed by the Director, Deputy Director and Senior Social Worker

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- Essential: This position requires a Bachelor Degree in Social Work/related field or equivalent.

Experience:

- The position requires two (2) years on the job experience to acquire the necessary
- competencies to effectively respond to the challenges of the job.
- The experience should span:
 - - Early childhood care and development
 - - Communication
 - - Human relations
 - - Psychology
 - - Counselling
 - - Knowledge departmental policies and procedures
 - - Knowledge of the culture of the community
 - - Knowledge of collaborating agencies

SALARY: - GRADE 6 \$45,992.00 per annum plus Allowances

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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

Current serving officers must apply through their Head of Department.

Applications without supporting documents will not be processed.

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

