

**JOB TITLE:** SOCIAL WORKER

**JOB ID:** T1198

**Old JOB Number:** 0

**REPORTS TO:** CHIEF SOCIAL WORKER/ASST. CHIEF SOCIAL WORKER

**Date revised:** 2011-08-08

**MINISTRY/DEPARTMENT:** THROUGHOUT THE PUBLIC SERVICE

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**PURPOSE:** To reside with and to provide guidance, counselling and other social support, like a parent, to truant and socially disturbed children.

**KEY OUTPUTS:**

- Established relationships with public to secure aid for wards.
- Provision of activities to develop healthy self-concept within wards.
- Increased counselling sessions and prompt visits to medical officer.
- Improved records on wards personal data.
- Improved recording system of stock.
- Continued supervision of wards.
- Improved relationship with homes and peers.
- A child who understands the law & society and who strives to his/her rightful place in society.

**RANGE OF ACTIVITIES:**

- Visits children's homes to learn more about them and to bolster the confidence of the parents in the reformation training the children are being exposed to.
- To take children promptly to the Doctor for medical examination and treatment when necessary.
- To ensure that the children attend school regularly
- To instill in the children a high sense of respect for the law and to sow the seeds of ambition in the children.
- To show much love to the children and let him/her know that God loves him/her and would constantly be there to love and guide him/her.
- To teach the children to observe strict personal hygiene.
- To teach the children about honesty and respect.
- To teach the children to dislike vagrancy and truancy, gradually.
- To ensure the children combs his/her hair and wears clean cloths and a clean pair of shoes daily.
- To ensure that adequate stocks exist to feed his/her charge.
- To keep accurate records of activities so that timely reports could be put up on the activities surrounding the children.
- To ensure the child maintains his/her agricultural plot as well as his/her stocks on a daily basis and to have the child play games on a scheduled basis.
- To conduct education / sensitizing seminars for parents.
- To make provision for rehabilitated children to make a meaningful contribution to society.

- Where possible, to secure a job for the reformed children.

**MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:**

- A Diploma in Social Work PLUS at least a minimum of five (5) years experience with children and /or young persons. Teaching experience of at least two (2) years would be an asset.

OR

- A Class I Grade I Trained Teacher's Certificate **PLUS** seven (7) years experience in a teaching institution and with some evidence of knowledge and interest in dealing with youths. Some formal training in social work would be an asset.
- NB: Interested persons must be twenty-five (25) years old and over.

**COMMUNICATIONS:**

**WORKING CONDITIONS:** Normal Office - This is a peculiar job, as the holder has to be up and about to achieve his/her objectives.

Field Work - Could therefore only spend about 40% of his/her time at a desk.

**PREPARED BY:** SENIOR PERSONNEL OFFICER

**CHECKED BY:** PRINCIPAL PERSONNEL OFFICER