



MINISTRY OF LABOUR AND SOCIAL SECURITY

CAREER OPPORTUNITY

The Ministry of Labour and Social Security invites applications from suitably qualified professionals to fill the following position:-

PARISH ADMINISTRATOR - PUBLIC ASSISTANCE (SWG/PS 3)

Applications are invited from suitably qualified officers to fill the positions of **1) Parish Administrator - Public Assistance (SWG/PS 3) (Vacant) within the Social Security Division - Administration of National Insurance and Public Assistance - Local Office: St. Thomas**

1. JOB PURPOSE

Under the direct supervision of the Parish Manager – Social Security, the Parish Administrator-Public Assistance is responsible for ensuring the efficiency and effectiveness of the operations of the Public Assistance Division at the Parish level. This Senior Officer in the Local Office, monitors and guides the work of the Public Assistance team of Professional Social Workers, Social Service Administrators, and Records Information Management Officers to ensure efficient customer service delivery, and that socio-economic assessments of applicants and beneficiaries are conducted in accordance with established standards. The Parish Administrator also ensures appropriate social interventions, timely delivery of benefits, case referrals, and follow-ups in accordance with case management guidelines.

2. KEY OUTPUTS

- Benefits disbursed in accordance with criteria established.
- Cheques and other valuables secured.
- Cheques dispatched to appropriate agencies within timeframes established.
- Cheques disbursement reports prepared and submitted within time-frames established.
- Proper Records of Beneficiary Case Files maintained.
- Social Workers' weekly reports analyzed and evaluated
- Social Workers' weekly Itineraries authorized.
- Divisional Monthly reports prepared.
- Caseloads assigned and monitored.
- PATH beneficiaries and other applicants to welfare programmes assessed and appropriate interventions identified.
- PATH beneficiaries referred to Steps to Work and other skills training and employment programmes.
- Social Workers' recommended interventions analyzed and evaluated.
- Staff performed in accordance with standards established.
- Performance evaluation of staff done.
- Staff training needs identified recommendations made to Parish Manager.
- Cases prepared in accordance with established standards for presentation to Parish Appeals & Review Committee.
- Spot checks conducted.
- Linkages established with supporting agencies.
- Public Assistance programmes promoted.

KEY RESPONSIBILITY AREAS

3. TECHNICAL/PROFESSIONAL RESPONSIBILITIES

- Holds supervisory responsibility for PA processes in Local Office, including those related to:
 - PATH and PATH Appeals
 - Rehabilitation Assistance Grant
 - Compassionate Assistance Grant
 - Emergency Assistant Grant
 - Education and Social Intervention (ESI) Grant
 - STEPS to Work
 - Entrepreneurship Grant
 - Confirmations for Adjustment to families on BMIS
 - Social Pension
 - Social Intervention Programme
 - Tertiary Grants
 - Any other contributions/benefits/claims assigned by MLSS to PA portfolio;
- Assigns and monitors case load of cadre of Social Workers within the Local Office.
- Ensures that Treatment Plans are prepared by Social Workers for clients requiring short, medium and long-term task centered interventions.
- Ensures the development and documentation of Individualized Development Plans for at risk
- PATH beneficiaries that identify their priorities, desired outcomes and the strategies and resources that will be needed to attain these outcomes.
- Coordinates, guides, monitors and evaluates activities relating to operations of PATH and other social intervention programmes and implement corrective measures, when necessary.
- Ensures selection of clients in accordance with eligibility criteria established for the respective Programmes.
- Monitor and evaluate activities related to PATH, Compassionate, Emergency Relief, and Rehabilitation Programmes.
- Ensure timely provision of information, counseling, and career development support to clients.
- Ensures the provision of information, counseling and career development support to guide clients in selecting the best course of action to meet their individual development needs.
- Ensures that beneficiaries of PATH and other social intervention programmes of the Public
- Assistance Division are identified and linked with the referral services, resources and opportunities identified as appropriate for addressing their needs.
- Ensures that case management support is provided to clients of each programme in the assigned parish, including home and field visits.
- Ensures that assistance to beneficiaries of PATH and other social intervention programmes is delivered on a timely basis and in accordance with eligibility criteria established.
- Plans, guides, monitors and evaluates the work of the cadre of Social Workers to ensure performance is in accordance with standards established
- Plans, guides, monitors and evaluates the social work case management functions of the Division within the Local Office to ensure compliance with case management standards established.
- Monitor and evaluate activities related to PATH, Compassionate, Emergency Relief, and Rehabilitation Programmes.
- Ensure timely provision of information, counseling, and career development support to clients.
- Conducts spot checks through field visits to evaluate Social Work related activities within the Parish.
- Participates in meetings, seminars and workshops relating to the programmes of Division.
- Represents the Ministry at workshops, seminars, health fairs, and meetings of community groups and other organizations to promote PATH and other social intervention Programmes of the Ministry.
- Provides mentoring, coaching and knowledge transfer to team of Social Workers & Social Services Officers within the Local Office.

- Attends & participates in training for disaster management.
- Assists the Parish Manager in coordinating and monitoring the distribution of relief supplies to victims of disasters.
- Participates in policy formulation by making recommendations for improvement in programmes' delivery.
- Verifies and approves travelling and subsistence claims submitted by Social Workers.
- Prepares monthly progress reports for submission to Parish Manager.
- Liaises with National Insurance Division and other agencies to ensure that benefits are not duplicated.
- Ensures safe custody of cheques related to benefits and grants under portfolio.
- Identifies training needs of staff and ensures implementation of appropriate training programmes.

4. OTHER RESPONSIBILITIES

- Performs any other duties and responsibilities as may be determined by the Ministry of Labour and Social Security from time to time.

5. PERFORMANCE STANDARDS

- Key deliverables are produced within agreed time frame and to required standard.
- Cheques secured and accounted for.
- Stakeholders as well as the general public have a positive image of the programme.
- Customer Service delivery is at a high standard.
- Accurate and timely reports are delivered.
- Staff highly trained and motivated.
- Exhibits accepted level of professionalism, effectiveness and efficiency.
- Displays time keeping skills, reliability and the capacity to perform under pressure.

6. AUTHORITY

- Recommend sick and departmental leave according to established HR policies.
- In the absence of the Manager, procure food and household items for disaster relief.
- Record and submit grant recommendations to Parish Manager for referral to Head Office.
- Certify travel and subsistence claims.
- Make decisions related to emergencies and natural disasters in the Manager's absence.
- Schedule meetings.

7. REQUIRED COMPETENCIES

Core

- Strong administrative skills.
- Ability to motivate others.
- Leadership skills.
- Good oral and written communication skills.
- Excellent interpersonal skills.

Technical

- Computer literacy.
- Knowledge of social work principles and practices.
- Understanding of case management and social intervention strategies.
- Ability to analyze reports and data.
- Competence in public education and outreach activities.

8. MINIMUM REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Social Work
- Five (5) years progressive work experience, two (2) of which should be at a supervisory level
- Training in Leadership and Change Management would be an asset

OR

- BSc in Social Sciences, Public Administration and/or Management
- Certificate in Social Work
- Five (5) years progressive work experience, two (2) of which should be at a supervisory level in the private or public sector.
- Training in Leadership and Change Management would be an asset

OR

- An equivalent combination of qualifications and experience relevant to the job.

9. SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- May be required to work long, irregular hours, including during natural disasters and on public holidays.
- May be required to travel to remote/volatile areas or long distances alone to conduct work assignments, including in a post-disaster environment.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, April 25, 2025** addressed to

Senior Director, Human Resource Management and Development
Ministry of Labour and Social Security,
14 National Heroes Circle, Kingston 4

Applications and resumes may also be sent to: resume@mlss.gov.jm
Please note that only shortlisted persons will be contacted.