



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:-

Professional Social Worker (SWG/PS 2) (Vacant)

Applications are invited from suitably qualified officers to fill the positions of **Professional Social Worker (SWG/PS 2) (Vacant) within the Overseas Employment Family Services Unit- St. Elizabeth.**

Job Purpose:

To conduct investigations into the circumstances of vulnerable/disadvantaged individuals /families and make recommendation for them to obtain support/welfare assistance through the family services unit or the Public Assistance Department of the Ministry.

Key Outputs:

- Families of workers on the Overseas Employment Programmes who need support are visited, their situation investigated and welfare support provided for them where necessary.
- The above cases are monitored and their situation assessed and recorded on a regular basis.
- Regular reports on the cases being managed.
- Data base of caseload being managed.
- Potential beneficiaries of the Ministry's public assistance programmes interviewed/investigated and benefits delivered.
- Damages caused by natural disaster are assessed and benefits delivered.
- PATH beneficiaries and other potential beneficiaries are assessed and referred to Steps to Work and other Social Intervention Programmes.
- Advice/guidance to Social Services Administrators regarding cases being managed.

Key Responsibility Areas:

- Carries out investigations into the circumstances of families of overseas workers who have been identified as needing support.
- Make recommendations regarding the provision of support welfare benefits for these families.
- Manages cases for at least 300 families of overseas workers who are in need of the Ministry's support and assistance.
- Maintains electronic case files on such families through regular monitoring and assessment activities.
- Provides information to assist in obtaining support from overseas workers for their families whether through the courts or otherwise.
- Maintains dialogue with the Director and Administrators of the Family Services Unit regarding the cases of families being managed.

- Ensures that outstanding cases are brought to the urgent attention of the Director.
- Conducts investigations in order to facilitate the provision of welfare benefits/gratuity and other payments for former workers/families of overseas workers who are in need.
- Interview/investigates applicants for other benefits which can be obtained through the Ministry's Public Assistance Department.
- Assesses the circumstances and damage to dwellings of victims of natural disasters and submits assessments for them to receive benefits.
- Identifies and refers potential beneficiaries to the Steps-to-Work and the Special Youth Employment and Training Project, PATH and other Public Assistance Programmes of the Ministry.
- Assist with distribution of relief supplies to victims of natural disasters.
- Oversees and provides guidance to the Social Services Administrators attached to the respective Regional Offices in the performance of their duties.
- Monitor the activities of the Social Work Administrators in the respective Regional Offices to ensure that these are in keeping with their assignments.

Authority of the position (examples of decisions taken & decisions referred to supervisor):

- Makes recommendations regarding the delivery of benefits to families/individuals based on investigation carried out.
- Make suggestions, give advice to Social Work Administrators regarding cases being dealt with.

Performance Standards:

- Cases are accurately monitored and recorded.
- Electronic cases files are updated on a regular basis.
- Persons in need of support/welfare assistance are followed up to ensure that their needs are addressed.
- A specified number of cases are investigated and monitored each month.
- Recommendations as to the provision of benefits to families/individuals are based on facts and sound judgment and thorough investigations.
- Potential beneficiaries of the ministry's social/welfare programmes are assessed and provided with the beneficiaries which they need.
- Referral of PATH beneficiaries to the Steps-to-Work and Social Intervention Programmes are based on the thorough assessment of their circumstances.
- Damage to dwellings of victims of natural disasters are thoroughly assessed.
- Social Work Administrators are advised and supported in carrying out their duties.

Special conditions associated with the job:

- Working in volatile areas.
- Long working hours, work on Public Holidays.
- Working in immediate post-disaster environment.
- Extensive local travelling required.

Required Competencies (Core and technical to be specified):

- Excellent interpersonal skills.
- Excellent oral and written communications skills
- Proficiency in the use of the relevant Computer software.
- Ability to communicate with persons at all levels.
- Must be highly confidential
- Must be a team player.

Minimum Required Education and Experience

- First Degree in Social Work
- Three years related work experience.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, June 27, 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.