



## 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:-

#### **Social Worker 1 (Parish Organizer) (SWG/PS 1)**

Applications are invited from suitably qualified officers to fill the position of **Social Worker 1 (Parish Organizer) (SWG/PS 1) (Vacant)** Salary \$3,501,526- \$4,709,163 per annum.

#### **Social Worker 1 (Parish Organizer) (SWG/PS 1) (Vacant)** **National Council for Senior Citizens St. Catherine Local Office**

##### **Job Purpose**

Organize, coordinate and maintain programmes and activities for the well-being of persons sixty (60) years and over.

##### **Key Outputs**

- Senior Citizens' Clubs established and maintained
- Programmes planned and implemented
- Shut – ins visited
- Referrals Made
- Senior Day Activity Centres organized / supervised
- Meetings attended
- Craft Instructor, Nurse's Aide and Day Centre Officer supervised
- Relevant records maintained

##### **Key Responsibility Areas**

1. Conducts socio-economic surveys of Senior Citizens for the Senior Citizens Programme by:
  - Utilizing data prepared by Statistics Department
  - Visiting communities to identify the aged 60 years and over
2. Organizing Senior Citizens Clubs by:
  - Recruiting volunteers within each district to assist in the establishment and operation of the Senior Citizens Club
  - Identifying and making arrangement to utilize buildings where club meetings can be held on a regular basis

- Arranging cultural, spiritual, physical, social and occupational activities
  - By conducting family to family programmes in which one family assists a senior citizen or a couple in need of financial assistance, personal care, companionship, recreation and other social amenities.
3. Trains volunteers and assigns them to project (such as income-generating projects).
  4. Supervises work of volunteers in their areas.
  5. Obtain publicity and conducts public relations in respect of the programme.
  6. Liaises with organizations (adult & youth), churches, schools, business firms, service clubs, community leaders etc. to acquaint them with the aims and objectives as also the activities and the programmes of the Agency and encourages participation through way of service and / or gifts to senior citizens.
  7. Organizes & supervises feeding centres based on surveys carried out.
  8. Assigns investigations of beneficiaries to feeding centre Clerks.
  9. Acts as liaison officer between volunteers and Head Office (National Council for Senior Citizens).
  10. Organizes and attends monthly project meeting with volunteers.
  11. Undertakes “House Visits” to ascertain the relevant needs of Senior Citizens and endeavours to assist with their needs.
  12. Refers Senior Citizens for Public Assistance or to the Poor Relief Department of the Parish Council, National Insurance Office, Carries out surveys, register Senior Citizens re: Drug for the Elderly Programme, NHF, GOJ, Medical Institutions and other social agencies for appropriate benefits where necessary.
  13. Supervises Handicraft Instructors.
  14. Arranges for
    - a. Senior Citizens’ Week
    - b. Tours to places of interest
    - c. Special Services and other social activities for Senior Citizens
    - d. Educational and Cultural Programmes
    - e. The promotion and institution of income-generating programmes for the elderly
    - f. Participation of elderly in national & community events / programmes
    - g. Christmas Treats

- 15. Reports on matters relating to the welfare of the elderly and Senior Citizens Club through the Executive Director, National Council for Senior Citizens.
- 16. Supervises Senior Citizens Club Craft Shop for the marketing of craft items produced by Senior Citizens.
- 17. Plans and supervises fund-raising programmes for Senior Citizens Clubs.
- 18. Replies to all correspondence related to Senior Citizens activities.
- 19. Attends enrolment service for Senior Citizens and presents Senior Citizens buttons etc.
- 20. Carries out surveys of members for Parish Committees.
- 21. Supervises home-help services by preparing assignments for Nurse Aides to visit home of shut-ins to do necessary chores etc.
- 22. Monthly and other reports prepared and submitted to the Council as requested
- 23. Special attention paid to complaints, requests and appraisals received from beneficiaries
- 24. Supervises students who are on practicum experiences.
- 25. Coach competitors for competitions i.e. Bible Quiz, Spelling
- 26. Any other duties that may be assigned from time to time

**Performance Standards**

- 1. Cases investigated within established timelines and in accordance with established standards and guidelines
- 2. Ensures follow-up are completed within established guidelines
- 3. Ensures the records are maintained and updated according to established guidelines

**Authority of the position (examples of decisions taken and decisions referred to Supervisor**

**Decisions Taken:** Plan and execute all parish activities  
Collaborate with all stakeholders to assist with  
Programmes

**Required Competencies**

Core

Functional – Technical	Behavioural
<ul style="list-style-type: none"><li>• Oral Communication</li></ul>	<ul style="list-style-type: none"><li>• Teamwork</li></ul>
<ul style="list-style-type: none"><li>• Written Communication</li></ul>	<ul style="list-style-type: none"><li>• Interpersonal Communication</li></ul>

<ul style="list-style-type: none"> <li>• Impact / Influence</li> </ul>	<ul style="list-style-type: none"> <li>• Reliable and time management</li> <li>Ability to empathize</li> </ul>
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**Minimum Required Qualification And Experience**

BSc. Degree in Social Work  
 2 Years work related work experience  
 Training in Gerontology would be an asset

**Special Conditions Associated With The Job**

Extensive parish – wide travelling  
 Extend work hours and weekends  
 Possess a reliable motor vehicle.

**Authority**

- Make referrals
- Verify Nurses Aides reports and claims for actual expenses.
- Assign duties to Art and Craft Instructor, Nurses Aides and Day Centre Coordinator.

Please visit <https://www.lmis.gov.jm/> and submit applications accompanied by resumes no later than **Friday, January 30, 2026** 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](mailto:resume@mlss.gov.jm)  
**Kindly note that the position will become vacant shortly and only shortlisted persons will be contacted.**