

Opening Date: 14 May 2018
Closing Date: 28 May 2018
Location: Virgin Gorda
Vacancy Notice No. 18/2018
Job Classification: Grade 10
Ministry/Department/Unit: Social Development Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$31,523 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Social Worker I

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide counselling and case management services to individuals, families and groups to assist with the reduction of social problems.

MAIN RESPONSIBILITIES

1. Ensure the smooth and efficient operation of the Unit through administration of daily operations and providing a variety of case management functions to assigned clients efficiently.
2. Assist applicants in completing forms and evaluate applicant's eligibility for departmental services.
3. Assist in planning, coordinating and implementing effective services for assigned caseload.
4. Administer awareness for the Department services, policies and procedures to individuals / organisations who contact the Department for services or inquires to ensure a proper and professional presentation of the Department and its services.
5. Promptly report to the Supervisor any cases in which problems arise or any specialised unusual conditions of clients in a confidential and professional manner.
6. Assist with coordinating educational and recreational activities for the programs under the unit to ensure clients have new focuses and challenges.
7. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to the role.
8. Maintain records relevant to the specific department and also keep filing up to date so that complete records are available for reference.
9. Performs any other related duties as required by Supervisor or any other senior officer in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Provide leadership in your area of responsibility
3. Develop the trust and support of colleagues and stakeholders
4. Ensure products and services meet quality requirements
5. Control expenditure against budgets
6. Assess the performance of teams and individuals

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Fieldwork
- Clinical environment
- Interaction with public, patients

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Work or related field
- Three (3) years' experience in social work or related field
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of relevant laws, policies and regulations
- Sound knowledge of Social Work
- Sound knowledge of relevant and current issues and trends
- Sound knowledge of working with children, elderly or disabled
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Sound oral and written communication skills
- Sound knowledge of casework management, concepts and procedures
- Sound interpersonal skills including counselling and interviewing techniques
- Sound analytical and decision-making skills
- Ability to work under pressure
- Sound supervisory and management skills

HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

**Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands**

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

Or by email: hrdbvi@gov.vg

Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.