

Opening Date: 5 May 2022
Closing Date: 19 May 2022
Location: Tortola
Vacancy Notice No. 44 of 2022
Job Classification: Grade 14
Ministry/Department/Unit: Ministry of Education, Culture, Youth Affairs, Fisheries and Agriculture
Position Details: One year Probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$47,371-\$53,247 per annum**. Salary will be commensurate with qualifications and experience.

JOB VACANCY NOTICE Educational Psychologist

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will provide psychological and counselling services to students in the school system, in order to ensure that all students' needs are met and understood.

MAIN RESPONSIBILITIES

1. Assess students overall psychological, intellectual and academic functioning to ensure those requiring assistance are identified and assisted appropriately.
2. Consult with parents, teachers and administrators on issues pertaining to students' development to ensure all parties are aware of emerging issues/problems.
3. Aid student development by making recommendations to stakeholders regarding the development of students, developing treatment programmes for students through consulting with other professionals on issues as required.
4. Coordinate psycho-educational services for students in the Territory, in particular by providing counselling services to students to provide adequate support and care to those in need.
5. Make referrals to appropriate persons and prepare psychological reports to ensure the appropriate treatment is administered and recorded.
6. Attend meetings, workshops and training sessions as instructed to ensure awareness of any change in policies or procedures which may be relevant to your role.
7. Provide clinical and general supervision to guidance counsellors in consultation with Principals and Education Officers.
8. Conduct research related to psychological services.
9. Perform 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 time effectively
2. Manage your own resources and professional development
3. Provide leadership in area of responsibility
4. Develop the trust and support of colleagues, stakeholders and line managers
5. Implement change
6. Obtain and analyse information for decision making
7. Provide information and advice to others
8. Assess and develop the performance of team and individuals
9. Ensure health and safety requirements are met in the area
10. Ensure products and services meet quality requirements

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal office environment
- Fieldwork
- 24-hour call to provide support to parents and students who may require extended support outside normal working and school hours

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Ph.D. in Educational Counselling or School Psychology with license or chartered status
- Five (5) years' working experience in the area of educational counselling
- Excellent knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, regulations, procedures and policies
- Excellent knowledge of effective structure and functioning of Education systems
- Expert knowledge of the theories, concepts, and different modules of Child Psychology and Counseling Psychology
- Excellent oral and written communication skills
- Sound knowledge of the use of standard office equipment and relevant computer applications
- Excellent analytical and decision-making skills
- Excellent interpersonal and organisational skills
- Ability to work well under pressure

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
2nd Floor Simms Building
Road Town, Tortola VG 1110
British Virgin Islands

or by email: hrdbvi@gov.vg

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 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.