

**Opening Date:** 5 August 2022  
**Closing Date:** 19 August 2022  
**Location:** Tortola  
**Vacancy Notice No.** 76 of 2022  
**Job Classification:** Grade 12  
**Ministry/Department/Unit:** Social Development Department  
**Position Details:** One year Probationary period  
Established position  
**Employment Type:** Full-time  
**Remuneration/Benefits:** Salary range **\$38,269-\$48,943 per annum**. Salary will be commensurate with qualifications and experience.

## JOB VACANCY NOTICE Social Worker III

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 Department through utilizing administrative and clinical social work skills to provide supervision to assigned staff on case work or related issues affecting clients, maintain a positive team relationship with staff to ensure adherence to case work standards / policies and supervision of various programs
2. Represent the Department on various Committees as required and conduct regular meetings with DCSDO to discuss difficult cases and to plan strategies to resolve the cases efficiently
3. Provide information, advice, feedback and assistance to others within the department to improve work outputs, resolve problems and direction guidance in relation to general policies and procedures, assess and identify the
4. Department's training needs and organize and implement routine training programs to ensure staff development
5. Advise and direct staff in the development and implementation of treatment plans with parents of children where abuse and / or neglect has been substantiated or indicated to ensure appropriate handling in a timely manner
6. Make recommendations to top level management on the selection of casework personnel and program evaluation and monitoring administered under your direction to ensure efficiency
7. Provide consultation, information and psycho-educational forums to community groups, schools, special interest groups and other agencies to ensure a good flow of information and knowledge
8. Ensure a continuous collaborative relationship exist with other secondary social service providers to ensure consultation and advocacy
9. Manage specialized caseloads including cases in an advanced and complex nature to ensure expert knowledge
10. Oversee the investigation, assessment and services to families that are referred because of allegations regarding child abuse and neglect to ensure appropriate handling and completion
11. 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. Develop the trust and support of colleagues and stakeholders
2. Manages time effectively
3. Provides leadership in area of responsibility
4. Ensures products and services meet quality requirements
5. Provides information and advice to others
6. Plan for the use of resources
7. Plan for change
8. Minimise interpersonal conflict

### WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Clinical environment
- Interaction with public, patients

### MINIMUM QUALIFICATIONS AND EXPERIENCE

- Master's Degree in Social Work or related field
- Three (3) to five (5) years' experience in social work or related field
- Sound knowledge of Government structure, policies and procedures
- Excellent knowledge of relevant laws, policies and regulations
- Expert knowledge of Social Work
- Expert knowledge of relevant and current issues and trends
- Expert 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
- Expert knowledge of casework management, concepts and procedures
- Expert interpersonal skills including counselling and interviewing techniques
- Excellent analytical and decision-making skills

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.

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- 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**  
**2<sup>nd</sup> Floor Simms Building**  
**Road Town, Tortola VG 1110**  
**British Virgin Islands**

or by email: [hrrdbvi@gov.vg](mailto:hrrdbvi@gov.vg)

Applicants should submit the Employment Application (available at: [www.bvi.gov.vg](http://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](http://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](http://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.*