

JOB TITLE: SOCIAL SERVICES ASSISTANT

JOB ID: T3094

REPORTS TO: SUPERVISOR, HOUSE SERVICES

Old JOB Number: 0

Date revised: 2018-09-25

MINISTRY/DEPARTMENT: MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

PURPOSE: Provide quality care, nurturing and support for the well-being of the children accommodated at the centre.

KEY OUTPUTS:

- Properly supervised and monitored children.
- Maintained discipline and order.
- Properly maintained and orderly physical surroundings.
- Satisfied, safe and healthy children.

RANGE OF ACTIVITIES:

- To supervise and monitor the overall well-being of all the children at the institution.
- To check and ensure that the children are eating healthy foods and maintaining good personal hygiene so as to maintain good health and a tidy appearance.
- To check and ensure that the children change their clothes when they are supposed to, change bed sheets, fold clothes and perform other household chores that are age appropriate, so that tidy surroundings are kept and the children learn values.
- To counsel children and offer them guidance in order to promote independence and self-worth for their moral and social well-being.
- To foster and maintain healthy relationships with all the children by developing honesty, mutual respect, and by honouring the rights and dignity of each child and their right to confidentiality and respect their family.
- To accompany the children on outings to ensure their safety at all times, and take interest in the activities they are involved in such as artwork, playtime or a hobby to offer guidance and support.
- To monitor family visits and note reactions of both family and child, recording the visits and reporting any behavioural changes so that there can be periodic assessment and evaluation of the child's emotional well-being.
- To assist in the enforcement of the institution's rules so as to establish and maintain a high level of discipline.
- To perform any other related duties for the smooth functioning of the department.

MINIMUM QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- A Diploma In Social Work or Sociology PLUS three (3) years experience working with children, along with a valid police clearance.

OR

- A Trained Teacher's Certificate PLUS three (3) years experience, along with a valid police clearance.

OR

- A Certificate in Child Care/Caring for Children or Social Work from I.D.C.E PLUS at least eight (8) years experience caring for children, along with a valid police clearance.

OR