



**OFFICE OF THE ADMINISTRATOR
DIVISION OF HEALTH, WELLNESS & SOCIAL PROTECTION
TOBAGO HOUSE OF ASSEMBLY
#107, Wilson Road, Scarborough, Tobago
Phone: 868-639-3395 | Fax: 868-639-4808
Email: administrator@dhwfd.gov.tt**

VACANCIES

The Administrator in the Division of Health, Wellness and Social Protection is seeking suitably qualified persons to fill the following positions on contract:

- **THERAPEUTIC COUNSELLOR**
- **COMMUNITY SOCIAL WORKER**
- **SOCIAL SERVICES ASSISTANT**
- **PORT HEALTH CONTROL OFFICER**
- **MEDIATOR**

Application Deadline: 20th May, 2022

Applications must be addressed to:

**ADMINISTRATOR
DIVISION OF HEALTH, WELLNESS AND SOCIAL PROTECTION
HABIB BUILDING, #107, WILSON ROAD,
SCARBOROUGH,
TOBAGO.**

Applications with a detailed Curriculum Vitae and two (2) references can be dropped off in person or submitted via email: dhwfd.administrator@gov.tt

Unsuitable applications will not be acknowledged

THERAPEUTIC COUNSELLOR

The incumbent will be required to facilitate problem solving for individuals, groups, and organizations. This refers to planned interactions between the professional counselor, and one or more clients or colleagues, relative to a problem, person, area or programme.

Nature of Work

- Use theoretical frameworks supported by empirical evidence, to understand individual behavior and developments across the lifespan and the interaction among individuals, families, groups, organizations and communities;
- Analyze, formulate and influence social policies;
- Evaluate research studies, apply research to practice and evaluate their own practice interventions;
- Use communication skills differentially across client populations, colleagues and communities;
- Understand the ethical and value base of the profession, its ethical standards and principals, and practice accordingly;
- Practice without discrimination and respect, knowledge, and skills related to the client's age, class, colour, culture, disability, ethnicity, family structure, gender, marital status, national origin, race, religion, sex, sexual orientation.

Qualifications and Experience

- Bachelor's Degree in Psychology, Social Work or a related field;
- Masters in Counselling Psychology;
- Minimum of two (2) years' experience in the field;
- Knowledge of casework principles, methods and procedures.

COMMUNITY SOCIAL WORKER

The incumbent is mandated to provide highly professional and technical work in the field of Social Work. This involves interventions with individuals and families, individuals and family counselling, as well as network with other agencies at the County Level, on addressing issues affecting family life and other related family issues.

Nature of Work

- Participate in programmes to support and sustain healthy individual and families;
- Provide direct counselling through casework and group-work, to individuals, groups and families, relevant to issues affecting family life;
- Offer advice and referrals re promotion of healthy family functioning;
- Participate in the development of support services for special needs as identified by individual communities;
- Network with other agencies at the County level, to address issues affecting family life;
- Collect relevant quantitative and qualitative data on family life, to present timely reports to be forwarded through the Coordinator responsible for statistics and research.
- Maintain accurate and regular records on all cases seen - records to be kept in accordance with Divisional policies.
- Liaise with all available resources in respect to client needs.

Qualifications and Experience

- Bachelor's Degree in Social Work;
- Knowledge of the principles and practices of Social Work administration, with particular emphasis on activities of the various Units of the Department;
- Knowledge of casework principles, methods and procedure;
- Ability to plan, organize, direct and coordinate the activities at both the national and community levels
- Ability to speak and write clearly and effectively

SOCIAL SERVICES ASSISTANT

The incumbent will be required to provide vital support to social workers in the execution of their duties. This involves interventions with individuals and families, individuals and family counselling, as well as network with other agencies at the County Level, on addressing issues affecting family life and other related family issues.

Nature of Work

- Care and assist clients with their medical, educational and personal problems.
- Appraise the situations and determine the best way to solve a client's issues, from potential evictions to domestic abuse.
- Gather information and prepare reports about clients' progress.
- Perform other clerical work, like transcription, filing, database upkeep and writing business letters and other correspondence.
- Apply good knowledge of local and national ordinances and eligibility rules for government aid.

Qualifications and Experience

- Certificate in Social Work;
- Knowledge of the principles and practices of Social Work administration, with particular emphasis on activities of the various Units of the Department;
- Knowledge of casework principles, methods and procedure.

PORT HEALTH CONTROL OFFICER

The incumbent is responsible for preventing and controlling public health emergencies of international concern at points of entry through screening of incoming and outgoing travellers: inspection of food, medicines, human remains, hazardous waste/materials, necessary establishments and any relevant imports and enforce public health law in order to protect public health.

Nature of Work

- Survey passengers including taking temperature checks using thermal scanners;
- Disinfect aircraft: examine them for mosquitoes and other vectors;
- Keep accurate records of vector found and prepare simple reports.
- Inspect caskets on aircraft for leaks, examine documents showing cause of death before the caskets are taken from the aircraft to the local undertaker;
- Monitor solid waste collection, removal / treatment, transportation and final disposal to ensure compliance with public health standards;
- Monitor toilet facilities and general sanitation of the port;
- Monitor drinking water supplies and storage;
- Prepare report on work activities;
- Perform other duties as required.

Qualifications, Knowledge and Experience

- Associate Degree in Environmental Health from a recognized university;
- At least two (2) years' experience working in a public health environment;
- Knowledge of vectors and common methods of their eradication and control;
- Knowledge of the laws and regulations pertaining to Environmental Health;
- Ability to plan, assign and supervise the work of subordinate officers and workers.

MEDIATOR

The incumbent will be responsible for providing community based mediation services to individuals, families and groups within legislation in order to encourage and support peace conflict management in families, communities and organizations.

Nature of Work

- Mediate in civil and family matters, in keeping with the type of certificate received by the Mediation Board of Trinidad and Tobago;
- Ensure the integrity of the mediation process and ascertain that the parties to mediation understand the mediation process;
- Ascertain that the parties are competent to participate in the mediation process;
- Prepare Mediator's report upon conclusion of Mediation;
- Prepare mediation agreements capturing the term of agreement between parties;
- Collect and collate statistical data for submission to Manager, Mediation;
- Organize and deliver public education seminars, workshops and presentations outlining the benefits of mediation and access to the service which may include governmental and non-governmental organizational as well as community agencies, schools and other types of organizations.

Qualifications and Experience

- Bachelor's Degree in Social Work or Behavioural Science or Law;
- Minimum of two (2) to four (4) years' experience in civil and non-family mediation as well as family mediation;
- Certified as a Mediator by the Mediation Board of Trinidad and Tobago;
- Certification in a standard mediation training programme of not less than 40 hours;
- Advance training in Family and Divorce mediation.