



**OFFICE OF THE ADMINISTRATOR
DIVISION OF HEALTH, WELLNESS AND SOCIAL PROTECTION
TOBAGO HOUSE OF ASSEMBLY
#5, Montessori Drive, Glen Road, Scarborough, Tobago
Phone: 868-639-3395 ext. 47465**

VACANCIES

The Administrator in the Division of Health, Wellness and Social Protection is seeking suitably qualified persons to fill the following positions on contract, for a period of three (3) years:

- **SOCIAL SERVICES COUNSELLOR**
- **HOSPITALITY ATTENDANT**
- **PUBLIC HEALTH RESIDENT**

Application Deadline: Friday, 31st March, 2023

Applications must be addressed to:

ADMINISTRATOR
DIVISION OF HEALTH, WELLNESS AND SOCIAL PROTECTION
#5 MONTESSORI BUILDING, GLEN ROAD
SCARBOROUGH,
TOBAGO.

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

Unsuitable applications will not be acknowledged

SOCIAL SERVICES COUNSELLOR

The incumbent in this class is required to assess the social service needs of residents at the Probation Hostel and develop programmes to address those needs through individual and group counselling services. They may assist individuals and families through direct crisis intervention and emergency counselling, but are primarily focused on developing programmes to help residents become better involved in their own well-being.

In collaboration with other Caregivers, the Social Services Counsellor is required to develop and implement treatment programmes, to help residents master everyday living skills, overcome problems, and learn to get along better with others. The incumbent may also be required to maintain client records, provide testimonies and recommendations on behalf of clients in court cases, ensure compliance with regulations, and provide community education programmes.

Nature of Work

- Provides guidance/support to residents who are categorized as dependent, neglected, emotionally disturbed, delinquent or on probation
- Identifies problems and their causes relating to juvenile delinquency, and counsels through individual discussions, meetings, lectures and case studies.
- Investigates and prepares case histories, and maintains case files and records. Also submits findings and recommendations as requested by the court.
- If/when the need arises, refer residents for physical, psychological or psychiatric services.
- Liaises with Probation Officers and Social Workers assigned to each resident.
- Develops programmes and activities that will assist with the residents' rehabilitation.
- Conducts in-depth orientation with new residents, informing them of the rules and regulations of the Probation Hostel, the legal implications of proceedings and conduct at school.
- Accompanies residents to their court hearings and submits progress reports to the Magistrate and Probation Officers when required.
- Accompanies residents to their counselling appointments at the Child and Adolescent Centre or other agencies.
- Performs any other related duties as required.

Qualifications and Experience

- A Bachelor Degree in Social Work, Social Sciences, Psychology, or Counselling related field from a recognised University is essential.
- A minimum of two (2) years' experience in the field.

HOSPITALITY ATTENDANT

The Incumbent is required to prepare and serve light snacks and refreshments, and maintain kitchen and dining area, appliances and equipment in a hygienic manner.

Nature of Work

- Prepares and serves light snacks and refreshments, such as tea, coffee and juice;
- Cleans and maintains in a hygienic manner work areas, kitchen utensils, appliances and equipment;
- Checks cutlery, refrigerators and other kitchen equipment/appliances to ensure security and proper functioning;
- Operates small/medium kitchen equipment/appliances and reports the need for repairs when necessary;
- Packs, sorts and stores food supplies according to temperature and other requirements;
- Monitors supplies to ensure adequate levels and makes requests for replenishment when necessary;
- Prepares and clears meeting rooms as required;
- Performs any other related duties as required.

Qualifications and Experience

- Minimum of six (6) months' experience in food preparation and performing service duties.
- Primary school leaving certificate or evidence of having attended a secondary school for a minimum of three (3) years.

PUBLIC HEALTH RESIDENT

An employee in this class diagnoses and administers general medical treatment to patients in the Primary Healthcare facilities, extension services at a clinic, schools or other designated places. Work involves the examination of patients, diagnosing, advising and carrying out necessary treatment in the investigation, eradication, prevention and control of diseases, or referring complicated cases for further professional attention. Such services are also expected to be conducted after normal working hours. The incumbent will be required to participate in continuing education in the Primary Health Care facilities. Work may also entail minor surgery.

Nature of Work

1. Delivers Medical Services to inmates at the Tobago Prison:
 - Diagnoses and makes prognoses;
 - Prescribes and conducts treatment in accordance with examinations;
 - Refers patients to appropriate consultations for more detailed attention, as may become necessary;
 - Writes and maintains up to date case records;
 - Provides necessary medical reports.
2. Delivers Medical Services to staff of the Trinidad and Tobago Police Service, Fire Service, Prison Service, Armed Services-Tobago Division:
 - Diagnoses and makes prognoses;
 - Prescribes and conducts treatment in accordance with examinations;
 - Refers patients to appropriate consultations for more detailed attention, as may become necessary;
 - Writes and maintains up to date case records;
 - Provides necessary medical reports.
3. Performs OSH-oriented Medical Evaluation for Daily-paid Workers of the Divisions of the Tobago House of Assembly:
 - Diagnoses and makes prognoses;
 - Prescribes and conducts treatment in accordance with examinations;
 - Refers patients to appropriate consultations for more detailed attention, as may become necessary;
 - Writes and maintains up to date case records;
 - Provide necessary medical reports to Administrators of the corresponding Divisions

4. Performs Port Health Functions
 - a) Participates as part of the team boarding cruise ships and other sea vessels arriving from international ports to local ports in order to grant pratique.
 - b) Operations at ANR Robinson International Airport (ANRRIA):
 - i. Functions as part of the Operational level of the Tobago Public Health Emergency Response Team (TPHERT);
 - ii. Compliance with the guidelines for Port Health Screening operations at ANRRIA;
5. Performs Medico-legal duties:
 - Responds to medico-legal calls from the Trinidad and Tobago Police Service in a timely manner.
 - Arrives at the site of the medico-legal event or health facility (in the case of alleged sexual offences) in a timely manner;
 - Maintains a log of medico-legal cases attended to;
6. Participates in Health Education and Health Promotion:
 - Assists in the development and delivery of health education/health promotion related message(s)/lectures to community groups, healthcare facilities, schools, etc.
7. Continuing Medical Education (CME):
 - Must obtain a minimum of six (6) CME credits each year (through the Trinidad and Tobago Medical Association or any internationally recognized and accredited association) or the equivalent from in-house training as verified by the CMOH;
 - Must obtain a Master's Degree in Public Health (MPH) from an institution recognized by the Accreditation Council of Trinidad and Tobago (ACTT), within seven (7) years of the first date of employment.
8. Performs any other related work as required.

Qualifications and Experience

- Bachelor of Medicine, Bachelor of Surgery (MBBS) or Medical Degree from an accredited educational institution;
- Recognition Statement from the Accreditation Council of Trinidad and Tobago (ACTT)
- Registration with the Medical Board of Trinidad and Tobago;
- Successful completion of an appropriate internship period at an accredited hospital.