



CIRCULAR MEMORANDUM

NO. 6 OF 2023

MY REF: Staff/GEN/3/01/23 (93) Vol. II

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Secretary to the Cabinet, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – ONE (1) POST OF SOCIAL WORKER, EMPLOYEE ASSISTANCE PROGRAMME, MINISTRY OF THE PUBLIC SERVICE, CONSTITUTIONAL AND POLITICAL REFORM AND RELIGIOUS AFFAIRS

Date: 7th February 2023

Applications are invited from suitably qualified persons to fill one (1) post of **Social Worker, Employee Assistance Programme, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs.**

1. Basic purpose of position:

Responsible for the provision of mid-level professional services designed to assist employees in identifying, addressing, and resolving personal/work-related problems; including, but not limited to health, marital, financial, alcohol, drugs, stress, loss, grief or other issues that may affect job performance and employee wellness.

2. ANALYSIS of position

A. NATURE AND SCOPE:

The Social Worker (Employee Assistance Programme) is required to provide mid-level professional services in support of the Employee Assistance Programme (EAP) by assisting employees whose personal or work-related challenges adversely affect their productivity. The incumbent functions under the direct supervision of the Coordinator, EAP and supports the EAP Unit by assisting in the development, coordination and implementation of activities relating to the psychosocial, wellness and welfare needs of employees.

The Social Worker (Employee Assistance Programme) manages small caseloads, providing consultation sessions to staff, supervisors and managers to resolve performance issues and minimize workplace stress, while utilizing strategies to improve communication and morale. The incumbent further assists with the preparation of training catalogues and manuals; facilitation of workshops and psycho-educational seminars/webinars, and other initiatives; and actively participates in promotional activities of the EAP Unit to improve organizational culture and promote personal wellbeing and job productivity.

The incumbent is required to work in collaborative partnership with employees of the Public Service, acting as intake officer where necessary and providing crisis assessment. The officer is expected to foster teamwork, and demonstrate excellent interpersonal skills, operating in a manner that is respectful, confidential, and ethical. The incumbent must display excellent oral and written communication skills

necessary to interact productively with both junior and senior personnel, senior managers within the various government ministries/departments, representatives of non-governmental organizations, including EAP Practitioners and other stakeholders.

B. Essential Duties and Responsibilities

1. **PROVIDES** immediate assessments and other related services to employees, in areas such as health, marital, financial, alcohol, drugs, stress, loss, grief, suicide prevention, etc. on an individual, family or group basis; manages high risk calls, working closely with individuals at risk whenever required.
2. **INFORMS** the Senior Social Worker, EAP of cases of a complex nature for follow-up action; refers clients to other service providers where necessary.
3. **MAINTAINS** all information on employees participating in the EAP in a confidential and secure manner.
4. **ASSISTS** in the development and implementation of programmes that focus on the general welfare and well-being of employees undertaken by the EAP in collaboration with other government ministries/departments.
5. **UPDATES** Supervisor on the progress of ongoing programmes implemented within the various ministries/departments; identifies challenges associated with their implementation and development and makes recommendations to rectify issues identified.
6. **ADVISES** on and makes recommendations to the Coordinator, EAP on programmes, policies, and on other pertinent issues that will enable the unit to meet its short and long-term objectives and goals.
7. **ASSISTS** with the preparation and development of wellness care packages, EAP training/workshop catalogues and manuals and PowerPoint presentations required for psychoeducational purposes; ensures that all managers and supervisors are provided with a copy.
8. **PROMOTES** public education and awareness of the EAP by assisting with the preparation of educational/promotional literature and resources used in educational/remarketing and/or rebranding campaigns; participates in workshops, fairs, open days and other initiatives that promote public awareness and education on the programme, in an effort to achieve the desired culture shift.
9. **ASSISTS** ministries and departments engaged in prevention activities by providing information/ educational materials such as pamphlets, brochures, videos, etc.; identifying sources of available literature and other materials; and mounting exhibitions at government functions such as workshops, conferences, seminars, group discussions and other initiatives.
10. **RESPONDS** to urgent matters after the normal workday and on weekends to better serve all employees thereby demonstrating flexibility in areas such as job duties and work schedule.
11. **ASSISTS** with the collection of data gathered through surveys of the ministries/departments to aid the decision-making process.
12. **MAY** perform other related duties assigned by the Supervisor from time to time.

C. QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE:

- Recognized Bachelor's Degree in Social Work, Counselling, Clinical or Industrial Psychology, Family Therapy or related Social Science.

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- Specialized training in principles, methodologies, ethics, and clinical techniques involved in social work. Knowledge of laws, regulations, policies, and procedures governing counselling and social service programmes; knowledge of a wide range of community resources, outside agencies and the services they provide. Specialized proficiency in the use of computer application for word processing, spreadsheet development, electronic form creation and related.
- At least three (3) years' post-degree experience in client intake and engagement, case management, social welfare and wellbeing. Experience working with at-risk population and making referrals. Ability to establish and maintain effective professional relationships with clients; ability to maintain a calm and objective demeanour during periods of stress, pressure and/or in crisis situations, and being able to defuse volatile situations.

3. REPORTING RESPONSIBILITY

The Social Worker will report to the Coordinator, Employee Assistant Programme.

4. SALARY

Government of Belize Payscale 16 of \$30,171 x 1,310 - \$55,061 per annum

Interested persons who are in possession of the required qualification and experience and have the aptitude for are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz> or directly at <https://jobs.publicservice.gov.bz> no later than 28th February 2023.



MR. ROLANDO ZETINA
CHIEF EXECUTIVE OFFICER

c: *Chief Information Officer, Central Information Technology Office*
President, Public Service Union of Belize
President, Association of Public Service Senior Managers
GEN/4/01/01