



# CIRCULAR MEMORANDUM NO. 71 OF 2021

**REF:** STAFF/GEN/9/01/21(26) VOL. III

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

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

**SUBJECT: VACANCY NOTICE – COMMUNITY REHABILITATION OFFICER, DEPARTMENT OF HUMAN SERVICES, MINISTRY OF HUMAN DEVELOPMENT, FAMILIES AND INDIGENOUS PEOPLES' AFFAIRS**

**DATE:** 12<sup>th</sup> October, 2021

Applications are invited from suitable, qualified applicants to fill the post of **Community Rehabilitation Officer, San Pedro Town, Department of Human Services.**

**1. BASIC PURPOSE OF POSITION:**

The position represent the Department at Court Hearings and provide case management services to juvenile and first time offenders as they engage in the rehabilitative process.

**2. ANALYSIS OF POSITION:**

**A. ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- a. Act as primary case manager for juveniles who come in conflict with the law, those at risk, those who are institutionalized in a rehabilitation facility and those who are being reintegrated into society.
- b. Be on call and advocate due process with police on behalf of youth in contact with the law, when a parent or responsible adult cannot be found.
- c. Attend court sessions and act as an advocate for young persons, ensuring that their rights are not violated and that they understand the legal processes.
- d. Ensure that a CRD intake is conducted on all new clients.
- e. Ensure that each client has a birth certificate and valid social security card and upload such documents to FAMCare.
- f. Prepare timely Social Inquiry and Pre-sentencing Reports as requested by the Court. Make recommendations to the Court that are in the best interest of the clients served. Ensure that all court reports are first screened by HDC or Director's designate before submission.

- g. Conduct field work, including home visits, school visits, medical visits and visits to any other community agencies that are related to the case management role.
- h. Monitor probation, community service and other alternative sentencing orders, as well as bail conditions as stipulated by the Court.
- i. Provide the court with periodic updates on clients and report any breaches as necessary.
- j. Conduct interviews with all probationers who must report for weekly supervision.
- k. Conduct thorough LSI Screenings and assessments for all clients on caseload.  
Develop and implement individualized community safety plans; provides information about available services and arrange referrals to appropriate departmental or community resources; perform related duties as required.
- l. Provide family support services to clients.
- m. Report all suspected cases of child abuse, neglect and exploitation.
- n. Coordinate and/or facilitate learning and recreational activities for clients.
- o. Coordinate/implement prevention, diversionary and rehabilitation programs for youth.
- p. Facilitate life skills sessions and other group sessions for clients.
- q. Perform required documentation and maintenance of client record on FAMCare
- r. Submit weekly itinerary, daily report of activities and monthly statistical and program reports to HDC in a timely manner.
- s. Participate in-service trainings, group supervision, case staffings and case conferences and other related meetings as necessary.
- t. Represent the Department in the community and at schools and speak; sensitize the community about Youth and the Law.
- u. Perform disaster relief duties as necessary.
- v. All other tasks as may be assigned from time to time.

**B. POSITION REQUIREMENTS:**

**I. QUALIFICATIONS AND EXPERIENCE:**

- a. Essential: An Associate Degree in Social Work or related field, Social Science.
- b. Desirable: Interpersonal relations, communication, organizational skills and time management skills.
- c. Experience: Two (2) years' experience working with youth or other vulnerable population.

**II. COMPETENCIES/SKILLS:**

- a. Genuine desire to help or serve others, or act on behalf of person (s) being served.
- c. Ability to impart knowledge to others.
- d. Good public relations, organizational and networking skills required.
- e. Good oral and written communication skills.
- f. Innovative skills.
- g. Maintains flexibility and adapts tactics and strategies when necessary.
- h. Manages stress effectively.
- i. Ability to work as part of team.



- j. Demonstrates initiative and ability to be proactive.
- k. Upholds the core values and ethics of the social work profession.

**3. SPECIAL WORK CONDITIONS: (physical demands, job hazards, pressures)**

- a. Work is subject to night hours, extended hours, weekends, call-backs or on-call status and irregular schedules to include completion of work assignments on evenings, weekends and holidays.
- b. Work is subject to travelling and irregular hours in order to perform work assignments.
- c. Possible exposure to combative situations in the control of juveniles in a confined area.
- d. Working in post disaster areas.

**4. CONDITIONS OF SERVICE:**

Belize Constitution (Public Service) Regulations, 2014

**5. REPORTING RESPONSIBILITY:**

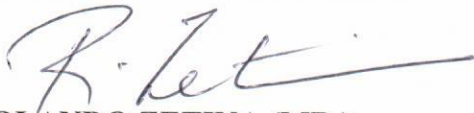
1<sup>st</sup> Reporting Officer- Human Development Coordinator

2<sup>nd</sup> Reporting Officer- Director, Community Rehabilitation Department

**6. SALARY:**

Government of Belize Pay Scale 6 of \$13,606 x 779 - \$28,407 per annum.

Interested persons who meet the required qualification and who have the aptitude for the said post, are required 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 8<sup>th</sup> November, 2021.**



**ROLANDO ZETINA (MR.)  
CHIEF EXECUTIVE OFFICER**

- c. STAFF/GEN/9/01 VOL. II  
Director, CITO