

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Care Worker
- Salary:** Rs 11,425 x 250 – 13,675 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 25,925 (23 18 52)
- Effective Date:** 24 January 2014
- Qualifications:**
- A. A Cambridge School Certificate or Passes obtained on one certificate at the General Certificate of Education "Ordinary Level" either (i) in five subjects including English Language with at least Grade C in any two subjects or (ii) in six subjects including English Language with at least Grade C in any one subject or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) reckon at least three years' experience in social work with children or child care or early childhood development;
 - (ii) possess good communication and interpersonal skills; and
 - (iii) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

NOTE

Selected candidates will be appointed in a temporary capacity in the first instance and will be required to undergo on-the-job training, both theoretical and practical, for a period of at least one year in all aspects of the work of a Care Worker. On completion of the training and on being favourably reported upon, they will be considered for appointment as Care Worker in a substantive capacity.

- Duties:**
1. To give assistance to the Family Welfare and Protection Officer attached to the Child Development Unit in the handling of children during an investigation.
 2. To take care, under the general supervision of the Family Welfare and Protection Officer, of children victims of ill-treatment and abuse and to accompany them –
 - (a) to Police Stations;

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for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

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- (b) to Courts;
 - (c) to Community Health Centres/Area Health Centres/Hospitals;
 - (d) to shelters and/or a place of safety;
 - (e) to the Family Counselling Service for follow-up by psychologists, family counsellors or legal advisers and other institutions;
 - (f) to their biological families and assist them in the reintegration process; and
 - (g) during activities organised by the Ministry.
3. To look after, groom and feed children victims of abuse and neglect.
 4. To assist in –
 - (a) the follow-up of cases referred to the Child Development Unit and to report thereon to the Family Welfare and Protection Officer;
 - (b) the regular follow-up of teenage pregnancy cases reported by regional hospitals to the Child Development Unit and to refer to the appropriate institution for therapy;
 - (c) the preventive work regarding child trafficking; and
 - (d) the rehabilitative work of child trafficking victims.
 5. To assist the Family Welfare and Protection Officer in the handling of hotlines for children in distress during office hours.
 6. To perform simple clerical duties such as keeping of records, as and when required.
 7. To use ICT in the performance of his duties.

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8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Care Worker in the roles ascribed to him.

Note

Care Workers may be required to work outside normal working hours including Saturdays, Sundays and Public Holidays.



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