

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

- Organisation:** Rodrigues Regional Assembly (Central Administration)
- Post:** Social Worker, Rodrigues Regional Assembly
- Salary:** Rs 14,275 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 32,375 QB 33,275 x 900 – 34,175 x 1,200 – 35,375 (23 29 63)
- Effective Date:** 26 August 2015
- Qualifications:**
- A. A diploma in Social Work from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
- B. Candidates should –
- (i) possess good communication and interpersonal skills;
- (ii) have a high sense of trustworthiness, discretion, tact, patience, integrity and confidentiality;
- (iii) have the ability to work in teams and under pressure in a multi-cultural environment; and
- (iv) be computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To be responsible to the head of Department for the performance of the following duties –
- A. For Education Services**
- (i) to liaise with schools and the community to identify cases of children needing special attention;
- (ii) to establish links between home, school and community or other relevant institutions in respect of children suffering from social, emotional and behavioural problems;
- (iii) to visit students' families and provide practical assistance;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

26 August 2015

Date.....

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

-2-

- (iv) to provide group/individual counselling outside the classrooms and during outdoor visits to address factors which impede learning;
- (v) to work in collaboration with heads of schools to address problems of school violence, absenteeism and drop-outs;
- (vi) to identify children of school going age who are not attending school and conduct parent education programmes for necessary guidance;
- (vii) to liaise with other institutions/departments for talks, preventive programmes, parent education sessions and ensure necessary follow-up for effective impact; and
- (viii) to assist in collecting, updating and recording data regarding cases of children needing special attention.

B. For Medical and Health Services

- (i) to deal with routine social enquiries, problems and case records of patients;
- (ii) to refer cases to appropriate government and non-governmental social services;
- (iii) to advise patients and/or their relatives on institutional services available for rehabilitation;
- (iv) to assist patients and immediate relatives in assessing and overcoming social/personal consequences of diseases;
- (v) to undertake social casework as an aid to diagnosis and treatment and rehabilitation of patients, including psychiatric ones;

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

-3-

- (vi) to provide the necessary support to patients to enable their adaptation and adjustment in their immediate environment; and
 - (vii) to undertake psychosocial and biomedical studies and related research work.
2. To use ICT in the performance of his duties.
 3. 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 Social Worker, Rodrigues Regional Assembly in the roles ascribed to him.



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A handwritten signature in black ink, appearing to be "J. ...", is written over a horizontal dotted line.

*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

26 August 2015

Date.....