

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

- Ministry:** Social Security, National Solidarity and Reform Institutions
- Post:** Life Care Officer
- Salary:** Rs 14,875 x 300 – 15,475 x 350 – 17,225 x 450 – 19,475 x 600 – 20,675 x 750 – 29,675 x 900 – 33,275 (23 31 61)
- Effective Date:** 18 February 2014
- Qualifications:**
  - A. A diploma in Social Work or Sociology or Psychology from a recognised institution or an equivalent qualification acceptable to the Public Service Commission.
  - B. Candidates should –
    - (i) reckon at least five years’ experience in social work;
    - (ii) possess organising and communication skills;
    - (iii) be committed to help and care for people in distress and in crisis situations;
    - (iv) have the ability to work under pressure; and
    - (v) be computer literate.

Candidates should produce written evidence of experience/knowledge claimed.

- Duties:**
  - 1. To be responsible to the officer in charge of the Life Plus Unit for the following duties –
    - (i) to deliver talks on Positive Living, Stress Management and Suicide Prevention in schools, at workplace and in the community;
    - (ii) to attend the Chat Line of Life Plus Unit;
    - (iii) to counsel service users of Life Plus in matters of Positive Living, Stress Management and Suicide Prevention;
    - (iv) to keep systematic records of cases of suicide and bereavement support;

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*[Handwritten Signature]*

for Senior Chief Executive  
Ministry of Civil Service and  
Administrative Reforms

18 February 2014

Date.....

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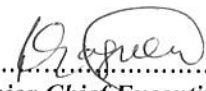
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- (v) to keep systematic records of cases of attempted suicide and their follow-up;
  - (vi) to keep records of activities and prepare monthly/annual return of the Life Plus Unit;
  - (vii) to report on people having attempted suicide and visit such cases, wherever necessary;
  - (viii) to give help and bereavement support to families where suicide has occurred and visit them, if necessary;
  - (ix) to assist in the gathering of data and any other information pertaining to suicide;
  - (x) to attend to the Hotline of the Life Plus Unit after office hours, during weekends and Public Holidays;
  - (xi) to retrieve demographic data on potentially at risk persons from Ministries/Departments and institutions concerned; and
  - (xii) to identify people at risk and give them counselling, help and support.
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 Life Care Officer in the roles ascribed to him.

**Note**

The Life Care Officer will be required to work outside normal working hours, including Saturdays, Sundays and Public Holidays.

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