

MINISTRY OF JUSTICE

Career Opportunity

The Ministry of Justice (MOJ) is seeking to recruit a suitably qualified persons to fill the positions of **Victim Services Officer (SWG/PS 2) (2 posts) St. Mary and Kingston - (Vacant)**, salary range \$3,332,803.00 - \$4,482,249.00 per annum.

JOB PURPOSE

The incumbent is required to provide high level victim support services including emotional, technical support to victims of crime and for maintaining high quality relationships with the Division's partners and stakeholders.

KEY RESPONSIBILITIES

- Implements various forms of inventories and procedures developed in the delivery of client services;
- Receives, interviews and records referral of crime victims from the Police, Courts and other Institutions;
- Provides support for clients by arranging specialised groups and individual counselling sessions;
- Prepares and accompanies victims or relatives of victims to court; enabling them to function psychologically;
- Prepares reports on clients for presentation at court; psycho-social and emotional rehabilitation;
- Monitors clients/victims at home, school and work in order to facilitate psycho-social and emotional rehabilitation;
- Solicits and ensures the provision of emergency shelters for victims as well as pharmaceutical and medicinal assistance;
- Administers programmes geared towards assisting children
- Provides counselling services to members of the security forces as the need arises;
- Act as mediator in times of conflict at the community level as well as in domestic disputes;
- Maintains integrity of the programme by creating an atmosphere of confidentiality for the clients;
- Oversees the work of volunteers and ensures compliance with policies and procedures
- Receives, monitors, develops and maintains accurate and confidential records including reports of visits to victims and statistical reports;
- Fosters crime prevention initiatives through the provision of Public Education on victim and security issues;
- Participates in the coordination of workshops at the Parish and Regional levels.
- Participates in the conduct of promotional meetings to showcase the work of the VSD;
- Seeks feedback from internal and external stakeholders with regard to their satisfaction with the level of service provided;
- Makes presentation on victim support issues at Events, Seminars, Conferences, and Symposiums.

REQUIRED COMPETENCIES

Core

- Good oral and written communication skills
- Ability to work on own initiative
- Integrity
- Good interpersonal relations

- Team work and cooperation
- Compliance
- Customer and Quality Focus
- Time management skills
- Adaptability

Technical

- Proficient in relevant computer applications
- Planning and Organizing skills
- Good analytical and investigative skills
- Excellent problem-solving skills
- Excellent negotiation skills
- Good leadership skills
- Knowledge of the operations of Government/knowledge of the Ministry's policies and procedures
- Knowledge of the Staff Orders and Public Service Regulations (1961)

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE
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- First Degree in the Social Science with emphasis on Social Work/Counselling;
- Two (2) years' Social Work experience;
- Competent in Microsoft Office Suite i.e. Word, Excel, PowerPoint etc.

Kindly submit cover letter and resume along with the names, telephone numbers and email addresses of two (2) references, one must be a former/current supervisor

no later than Friday, February 3, 2023 to:

Director, Human Resource Management and Development

Ministry of Justice

61 Constant Spring Road,

Kingston 10

Email: careers@moj.gov.jm

The Ministry of Justice thanks all applicants for their interest, but only those shortlisted will be contacted.