

MAURITIUS FAMILY PLANNING & WELFARE ASSOCIATION

VACANCY FOR POST OF CARE GIVER

(Rodrigues)

I. Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Care Giver, on a contractual basis, for a period of one year renewable in the Emergency Shelter for victims of Domestic Violence in Rodrigues.

II. AGE LIMIT

Candidates should not have reached their 45th birthday by the closing date for the submission of applications.

III. QUALIFICATIONS

Candidates should possess:

- (a) secondary school education
- (b) training in care giving
- (c) 1 year experience in care giving

IV. DUTIES

1. To report to the Coordinator of the Shelter and be responsible for performing the following duties:
 - i. Assist in the domestic management of the Emergency Shelter.
 - ii. Assist shelter residents in acquiring emergency supplies, including food, clothing, bedding, medicine and hygiene items.
 - iii. Provide support in regard to laundry, household chores, cooking, organizing activities of the residents within the shelter environment.
 - iv. Identify, evaluate and report any issues regarding residents of the Emergency Shelter to the Coordinator or the Social Worker.
 - v. Ensure that rooms, linen are clean with a conducive environment.
 - vi. Room equipment should be maintained in good working conditions and comply with safety standards.
 - vii. Effect hourly rounds and conduct periodic inspections.
 - viii. Maintain background and daily records of children under her care and follow-up on school attendance and homework of children.

- ix. Organise reading and educational materials for children after and before school.
- x. Accompany the children to the health center/school as and when required.
- xi. Administer first aid in case of injuries.
- xii. Keep records of linen, clothing of the residents and any other personal belongings of the residents.
- xiii. Wash and iron the clothes, bed sheets, pillows.
- xiv. Attend to telephone calls.
- xv. Implement emergency procedures for the safety of residents and staff, when required.
- xvi. Always maintain a clean and safe environment in the Emergency Shelter.
- xvii. Work as part of a team with other staff.
- xviii. Perform such other cognate duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Care Giver in the roles ascribed to her.

NOTE 1:

The Care Giver may be required to work outside working hours including Sundays and Public Holidays and night shifts.

V. SALARY

The post carries a flat salary of Rs. 9,000/-

VI. MODE OF APPLICATION

1. Qualified candidates should submit their application on the form which may be obtained at the Mauritius Family Planning & Welfare Association, Jenner Street, Port Mathurin, Rodrigues.
2. The advertisement together with the Application Form are available on the website of the Mauritius Family Planning & Welfare Association: mauritiusfamilyplanning.com.
3. Care should be taken to fill in the application form correctly. **Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.**
4. Applications not made on the prescribed form will not be accepted.
5. Only the best qualified candidates will be called for interview.
6. This Office reserves the right **not** to make any appointment following the advertisement.

VII. CLOSING DATE

Applications should reach the Executive Director, Mauritius Family Planning & Welfare Association, Jenner Street, Port Mathurin, Rodrigues **not later than 13 September 2019 by 15.00 hours**

Date: 04 September 2019

**Mauritius Family Planning
& Welfare Association**

MAURITIUS FAMILY PLANNING AND WELFARE ASSOCIATION PORT-MATHURIN RODRIGUES



PF/CG/2019
OFFICE USE
DATE:

APPLICATION FORM

POST OF CARE GIVER

1.NAME:.....

2.ID NUMBER:..... M F

3.ADDRESS:.....

4. TEL NO.(RES)..... MOBILE:.....

5. EMAIL ADDRESS:.....

6. QUALIFICATIONS:

7(A) SCHOOL CERTIFICATE /GCE O LEVEL

SUBJECT	GRADE	SUBJECT	GRADE
(1).....	(5).....
(2).....	(6).....
(3).....	(7).....
(4).....	(8).....

(B)HIGHER SCHOOL CERTIFICATE /GCE A LEVEL

SUBJECT	GRADE	SUBJECT	GRADE
(1).....	(5).....
(2).....	(6).....

(3).....

(7).....

(4).....

(8).....

DIPLOMA /DEGREE

INSTITUTION ATTENDED

YEAR

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8.WORK EXPERIENCE

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9.Do you have a valid driving license?

Yes Specify (a) Private Car (b)Van (c)Minibus or 15 Seater

No

10.Have you ever been convicted for any criminal offence?

Yes No

11.DECLARATION

I declare that the information given in the application form is true and correct

Signature :.....

Date :.....