

MAURITIUS FAMILY PLANNING & WELFARE ASSOCIATION

VACANCY FOR POST OF SOCIAL WORKER

(Rodrigues)

- I. Applications are invited from qualified **Rodriguan** candidates who wish to be considered for appointment as Social Worker, 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. (a) a Cambridge School Certificate with credit in at least five subjects including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings **or**
- (b) passes not below Grade C in at least five subjects, including English Language, French, Mathematics and Principles of Accounts obtained at not more than two sittings at the General Certificate of Education "Ordinary Level" provided that at one of the sittings, passes have been obtained 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.

NOTE 1:

Candidates not possessing a credit in English Language at the Cambridge School Certificate will also be considered provided they possess passes in at least two subjects at "Principal Level" and one subject at "Subsidiary Level" as well as the General Paper obtained on one certificate at the Cambridge Higher School Certificate Examinations;

- B. a Cambridge Higher School Certificate **or** Passes in at least two subjects obtained on one Certificate at the General Certificate of Education "Advanced Level"; and
- C. a diploma in Social Work from a recognized institution.

OR

Equivalent qualifications to A, B and C above acceptable to the Mauritius Family Planning & Welfare Association

D. Candidates should be computer literate.

Qualification at A above should have been obtained prior to qualification at B above.

NOTE 2:

In the absence of candidates possessing qualification at C above, consideration will be given to those who possess the qualifications at A and B above. Candidate will be requested to follow a course in Social work from a recognized institution.

NOTE 3

1. Candidates should produce written evidence of experience claimed.
2. **The onus for the submission of written evidence of knowledge claimed and equivalence of qualification (if applicable) from the relevant authorities (Tertiary Education Commission or Mauritius Qualifications Authority) rests on the candidates. Applications will not be considered in case of non-submission of written evidence of knowledge claimed and Equivalence Certificate, as appropriate, by the closing date.**

IV. DUTIES AND SALARY

1. To report to the Coordinator of the Shelter and be responsible for performing the following duties:
 - i) To assist clients with crisis intervention and provide case management services
 - ii) To record client case management documentation
 - iii) To maintain complete and confidential files of all clients and update as appropriate
 - iv) To develop and maintain referral information
 - v) To screen clients for possible admittance to the shelter
 - vi) To provide support and assist clients to adjust to shelter life
 - vii) To assist clients in acquiring emergency supplies
 - viii) To assist in assessment, counseling and referrals for health and social services
 - ix) To assist clients in applying for entitlements and other services: mental, health, legal
 - x) To attend court sessions with victims

- xi) To accompany dependents to school and organize activities in relation to their development
- xii) To provide counseling, consultation and crisis intervention as needed
- xiii) To assist with family and social relationships as appropriate
- xiv) To conduct home visits if needed and safe
- xv) To work in close collaboration with other stakeholders, in particular the Commission for Women, the Police Family Protection Unit, Community Health Workers, hospital and other social services.
- xvi) To participate in rotating on-call schedule and provide emergency coverage when required
- xvii) To submit regular reports on all cases attended
- xviii) To attend residents' house meetings and staff meetings
- xix) To present and represent MFPWA in the community

2. To use ICT in the performance of 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 in the roles ascribed to him/her.

NOTE 4: The Social Worker will be required to work at staggered hours.

The post carries a flat salary of Rs16,400 per month.

V. 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. Acknowledgement of applications will be made, as far as possible, by email. Candidates are therefore advised to submit their email address.
4. Incomplete, inadequate or inaccurate filling of the Application Form may entail elimination of the applicant.

VI. 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.**

MFPWA reserves the right:

- (i) to convene **only** the best qualified candidates for interview; and
- (ii) not to make any appointment following this advertisement.

Date: 04 September 2019

**Mauritius Family Planning
& Welfare Association**

MAURITIUS FAMILY PLANNING AND WELFARE ASSOCIATION PORT-MATHURIN RODRIGUES



APPLICATION FORM

POST OF SOCIAL WORKER

PF/SW/2019

OFFICE USE

DATE:

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 :.....