



CIRCULAR MEMORANDUM NO. 15 OF 2024

MY REF: STAFF/GEN/13/09/24 (33) Vol. IV

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – TWO (2) POSITIONS OF SOCIAL WORKER/COUNSELLOR, MINISTRY OF HEALTH AND WELLNESS

DATE: 27th March 2024

Applications are invited from suitably qualified persons to fill two (2) positions as follows;

1. **Social Worker/Counsellor, Mental Health Unit (Belmopan), Ministry of Health and Wellness,**
2. **Social Worker/Counsellor, San Ignacio Community Hospital, Ministry of Health and Wellness**

1. ACCOUNTABILITY OBJECTIVE:

The Social Worker/Counsellor is responsible for counselling and aiding clients and families with problems relating to Gender development and family adjustments, finances, employment, food, clothing, housing, or other human needs and conditions within the Gender and Family Support Department.

2. ANALYSIS OF POSITION

I. ESSENTIAL DUTIES AND RESPONSIBILITIES

- A. **PROMOTES** access to HIV testing and VCT services to the community;
- Conduct health education and promotion,
 - Develop, reproduce and distribute brochures on VCT services to the general population,
 - Link up with media and participate in talk shows to disseminate information on HIV/AIDS and services available,
 - Participate and promote services during local fairs,
 - Liaise with other organizations for effective dissemination of information.
- B. **IMPROVES** the quality of services rendered at the VCT center:
- Ensure all materials for VCT services are readily available at all times,
 - Ensure proper maintenance of supplies as indicated by protocol,
 - Ensure adequate handling of and disposal of contaminated material (gloves, sharps, blood tubes etc),

- Develop newsletter to provide staff with continuous updated information.
- C. **INCORPORATES** activities to minimize stigma and discrimination through integration of VCT into the existing services and expand available services;
- Assist Public Health with HIV testing during booking and Prenatal clinics . o Liaise with Public Health Department and Maternity Ward to address maternal HIV+ cases,
 - Provide pap smears to all HIV+ women and those screened for STI's,
 - Re-introduce STI screening into existing services,
 - Provide support to all departments within the hospital with in-service training or other HIV information.
- D. **MONITORS** client adherence to medication and medical attention;
- Ensure access to ARVs and treatment for opportunistic infection through regular clinical consultations and home visits,
 - Coordinate with Medical Officer and other relevant health care providers for the proper management of clients,
 - Conduct annual training for clients and home care providers.
- E. **MAINTAINS** and enhance the current reporting systems;
- Update database on a daily basis,
 - Prepare and submit timely monthly, quarterly and annual reports ,
- F. Any other duties as assigned from time to time.

II. QUALIFICATION AND EXPERIENCE

Required Bachelor's Degree in Counseling, Social Work, Nursing or equivalent with training and experience in counseling or HIV/AIDS Training.

III. COMPETENCIES/SKILLS

- Good human relations skills
- Good analytical skills and sound judgment
- Ability to communicate effectively orally and in writing (both English and Spanish)
- Computer skills
- Required to work beyond normal working hours as necessary to meet deadlines

3. REPORTING RESPONSIBILITY

The Social Worker/Counsellor will report to the Mental Health Coordinator, Ministry of Health and Wellness.

4. CONDITIONS OF SERVICE

The Conditions of service will be in accordance with the Belize Constitution (Public Service) Regulations, 2014, Financial and Stores Orders, Finance and Audit (Reform) Act and any other instructions issued from time to time.

5. SALARY

Government Pay Scale 16 of \$30,171 x 1310 -\$55,061 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the post are requested to submit a complete application package through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than Friday, 12th April 2024.



ROLANDO ZETINA (MR)
CHIEF EXECUTIVE OFFICER

c: *Director, CITO,*
President, Public Service Union of Belize President,
Association of Public Service Senior Managers