



CO 26-106

Ministry of Education, Skills, Youth and Information
CAREER OPPORTUNITIES
DIVISION OF SCHOOLS' SERVICES

JOB TITLE : EDUCATIONAL SOCIAL WORKER (GMG/EO 1)- ONE (1) VACANT POSITION
REGIONAL GUIDANCE AND COUNSELLING SECTION (OLD HARBOUR REGIONAL OFFICE, REGION 6)

JOB PURPOSE:

The incumbent is responsible for providing social and welfare support and interventions to the regional educational institutions, in order to promote and sustain quality developmental and emotional stability among students/teachers and promote the guidance and counselling programmes in the Region.

REQUIRED EDUCATION AND EXPERIENCE

First Degree in Social Work or Counselling/Educational Psychology from a recognized University
Three (3) years working experience in an education/school environment

OR

Postgraduate Diploma in Social Work, Educational Psychology
Five (5) years working experience in an educational environment

REMUNERATION PACKAGE:

\$7,344,688.00- \$9,401,821.00 per annum





Ministry of Education, Skills, Youth and Information **CAREER OPPORTUNITIES**

Interested persons are invited to submit applications and résumés addressed to the following no later than Monday, August 17, 2026:

Director – Human Resource Management
Ministry of Education, Skills, Youth & Information
2-4 National Heroes Circle,
Kingston 4

We thank all applicants for expressing an interest; however, only shortlisted candidates will be contacted.

[Click here to apply.](#)

The job description is attached.



MINISTRY OF EDUCATION, SKILLS, YOUTH & INFORMATION
DIVISION OF SCHOOLS' SERVICES
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE:	Educational Social Worker
JOB GRADE:	GMG/EO 1
POST NUMBER:	
BRANCH/SECTION:	Regional Educational Services / Student Development Section
REPORTS TO:	Senior Education Officer - Guidance and Counselling
MANAGES:	N/A

JOB PURPOSE:

The incumbent is responsible for providing social and welfare support and interventions to the regional educational institutions, in order to promote and sustain quality developmental and emotional stability among students/teachers and promote the guidance and counselling programmes in the Region.

KEY OUTPUTS:

- Case studies and files prepared and maintained
- Students/clients effectively evaluated
- Reports prepared and submitted
- Home/community visits conducted
- Stakeholder meetings convened
- Workshops conducted
- Annual Workplan prepared

KEY RESPONSIBILITY AREAS

Technical /Professional Responsibilities

- Responds to requests for assistance from educational institutions
- Evaluates/ assesses students/clients referred
- Mobilizes assistance from agencies based on situations/needs identified
- Maintains and updates student case files/records

- Visits schools/homes assigned and prepares status reports
- Produces reports on portfolio activities
- Intervenes appropriately upon requests from schools
- Liaises with agencies in region as the case demands
- Conducts sessions within competence at seminars and workshops
- Participates in student development conference/workshops

Management /Administrative Responsibilities

- Prepares reports the activities /interventions made
- Assists in the coordination of sensitization/developmental workshops/seminars/events
- Participates in the development and delivery of programmes and interventions of the Unit based on needs identified
- Represents the Unit/ministry at functions etc. as required
- Collaborates with regional/community organisations to enhance the social environment of students through partnerships
- Manages/implements intervention strategies referred
- Supports the administration of practicums and appraisal process for guidance and Counselling

Performance Standards:

- Effective strategies employed to enhance social structures in schools
- Networks and collaborative strategies established among regional/community institutions
- Accurate interventions and related case reports documented on a timely basis
- Comprehensive reports prepared and submitted in accordance with agreed formats/guidelines
- Case files properly maintained
- Follow-up interventions conducted as scheduled
- Confidentiality and integrity of the profession consistently demonstrated

Internal and External contacts (specify purpose of significant contacts):

Contacts within the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Colleagues in the Regional Office	Consultation on cases and strategy development
Regional Director	To update on activities
Principals/Teachers/Students	Provide information and develop strategies for interventions

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Regional Institutions	Solicit intervention solutions and consultations
MICO Care	Manage intervention strategies
Drug Abuse Secretarial	Follow up and referral of students/clients

Required Competencies:

Core

- Strong team work and human relations skills
- Skilled in Social intervention strategies
- Ability to analyse problems and communicate difficult news/information
- Excellent listening skills
- Excellent conflict resolution skills
- Excellent oral and written communication skills

Technical

- Sound knowledge of social intervention strategies
- Sound knowledge of cultural and communal impact
- Good knowledge of developmental and social psychological themes and principles
- Knowledge of Microsoft Office Suite and the internet

Minimum Required Education and Experience

- First Degree in Social Work or Counselling/Educational Psychology from a recognized University
- Three (3) years working experience in an education/school environment

OR

- Postgraduate Diploma in Social work, Educational Psychology
- Five (5) years working experience in an educational environment

Authority

- To refer students / teachers to institutions/ specialists for follow up interventions

Specific Conditions associated with the job

- Availability to travel at short notice to far distances at ad hoc hours
- On call for interventions on behalf of the Ministry
- Required to possess a valid Driver's Licence and a reliable motor vehicle