

**OUTER ISLANDS DEVELOPMENT CORPORATION**

**Scheme of Service**

**POST** : **COORDINATOR, SOCIAL WORK (REVISED)**

**RESPONSIBLE TO** : General Manager

**SALARY** : Rs 27,400 x 825 – 35,650 x 900 – 37,450 x 950 – 42,200 x 1300 – 46,100 x 1575 – 49,250 x 1650 – 54,200 x 1700 – 62,700 (OIC 38)

**QUALIFICATIONS :**

**A** (i) By selection from among serving officers in the grade of Assistant Coordinator, Social Work of the Corporation, holding a Degree in Psychology or Sociology or Social Work from a recognised institution; and

(ii) reckon at least four years' experience in the field of social work.

**OR**

An equivalent qualification acceptable to the Board and

**NOTE1: In the absence of qualified serving officers by :-**

**B.**By selection from among candidates who –

(I)possess a degree in Psychology or Sociology or Social Work from a recognized institution

(II)reckon four years' experience in the field of social work

**OR**

An Equivalent qualification acceptable to the Board; and

**DUTIES:**

- (1) To plan, supervise, co-ordinate and monitor the work of Social Worker;
- (2) To be responsible for the organisation, co-ordination of informative, training and recreational activities for the inhabitants of the Outer Islands;

- (3) To work in collaboration with relevant stakeholders for the implementation of welfare programmes in the Outer islands;
- (4) To follow up and monitor hardship cases which need special attention and making use of referrals techniques.
- (5) To organise awareness campaigns and information, Education and Communication (IEC) programmes for inhabitants of the Outer Islands;
- (6) To investigate into cases of abuse and/or violence against women, children and in the family and take appropriate remedial action.
- (7) To perform all IT related duties;
- (8) 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 Coordinator, Social Work in the roles ascribed to him.

**Note 2:**

The Coordinator, Social Work will be required to:

- a) serve in the Outer islands as and when required;
- b) to work outside normal office hours, including Sundays and Public Holidays.