

MINISTRY OF COMMUNITY DEVELOPMENT, GENDER AFFAIRS AND SOCIAL SERVICES

Number of Placements: 2

Placement Site: Basseterre, St. Kitts

URL: None available

Field/Subject Area:

Open to all York students who meet the eligibility criteria

Position Description:

The intern would have an opportunity to choose to work in any of the following capacities:

1. **Social Worker:** The Intern will be assisting the Social Services Department to conduct intakes, create work plans and monitor client compliance with the care plan
2. **Probation Officer:** The Intern will be assisting the Probation Unit to monitor children in conflict with the law
3. **Diversion Officer:** The Intern will be assisting with the implementation, reporting and monitoring and evaluation of diversion programs based on the needs of the child.
4. **Counselor:** The Intern will aid in delivering psycho-social support services to individuals, families and groups.
5. **Gender Field Officer:** The Intern will assist the Department of Gender Affairs with their programs and activities while working with public and private partners to accomplish their mandate. Specific activities may include:
 - Follow-up with teen parents who are either enrolled or not enrolled in school. This may involve assessments and care planning
 - Assisting with the Boys Mentoring Program

- Organising activities for the various observances - International Men's Day, Sixteen Day Campaign against Violence

6. Monitoring and Evaluation Officer: The Intern will work alongside the team at the Social Protection Implementation Unit to monitor and evaluate projects, programs and activities that are implemented across the Ministry.

7. Communications Officer: The Intern will work alongside the team at the Social Protection Implementation Unit to create, execute and report on marketing strategies and communication campaigns for programs, activities and projects implemented across the Ministry.

8. Projects Officer: The Intern will work alongside the team at the Social Protection Implementation Unit to execute and report on projects - local, regional or international - that are being executed by the Ministry.

Complete all tasks assigned, which includes but is not limited to the responsibilities outlined above.

Expected work hours: 8am to 4pm, Monday to Friday

Qualifications/skills required:

- Effective communication skills
- Mobilizing and organizing skills
- An ability to interact with persons across all social backgrounds
- Leadership skills
- Writing skills
- Ability to work alone or as a member of a team
- Excellent organizational and time management skills
- Experience using or knowledge of results-based management is an asset.
- Where applicable, knowledge and experience with Monitoring and Evaluation techniques
- Where applicable, knowledge and experience with Project Management techniques
- Ability to take initiative

Language requirements:

English

Highlights of Organization/background information:

The Ministry of Community Development, Gender Affairs and Social Services is made up of six (6) Departments or Units. These are:

1. The Department of Social Services and Community Development which oversees the poverty alleviation programs for the Government of St. Kitts and Nevis through social services while at the same time developing community capacity for leadership and development
2. The Department of Probation and Child Protection Services oversees all child related matters which includes, but is not limited to diversion programs. youth in conflict and all forms of abuse against children.
3. The Department of Gender Affairs oversees the streamlining of gender across all ministries while supporting the programs and activities geared towards gender equity.
4. The Counseling Unit provides psycho-social support to the general public in an effort to improve individual functioning.
5. The New Horizon Rehabilitation Center is the residential juvenile institution geared towards supporting youth in conflict with the law
6. Social Protection Implementation Unit is the policy, projects and monitoring and evaluation unit of the Ministry.