



## **Belize Family Court**

P.O. Box 1185

Telephone Numbers: 822-2204, 501-227-4114, 4107

### **VACANCY NOTICE**

**Suitably qualified applicants are invited to fill the position of:**

#### **Intake/Welfare Officer OF THE BELIZE FAMILY COURT-ATTORNEY GENERAL'S MINISTRY**

The Intake/Welfare Officer is Responsible for primary initial contact with the public and assisting in resolving disputes with emphasis on consensual voluntary agreements or else the initiation of formal proceedings and supervised by the coordinator.

Applicant must:

- ❖ Be in possession of Bachelor's Degree in Social Work or
- ❖ Be in possession of an Associate Degree in Social Work

Ministry/Department/Unit: Belize Family Court

Position Title: Intake/Welfare Officer

Salary Pay Scale: 9 (\$20,024 x 964 – \$38,340) per annum

Age Limit: 18-45 years

Years of Experience in Related Field: 2 years

#### **Analysis of position:**

##### **(a) Essential Duties and Responsibilities:**

- (1) Undertake client intake and assess client needs.
- (2) Provide short-term counselling, mediation and some crisis intervention.
- (3) Attend Court hearings in support of a client and assist Magistrates.
- (4) Prepare investigative reports on the basis of field study visits for persons seeking custody of children or in other relevant matters on the request of the Court.
- (5) Prepare monthly statistics reports.
- (6) Accompany children on some access cases.

Interested persons may applied in writing to:

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

**Belmopan City, Cayo District  
Belize, Central America**

**Telephone number: 822-2204 or 822-2235**

**Email address: [ceo@mps.gov.bz](mailto:ceo@mps.gov.bz)**

Deadline for receipt of applications: November 15, 2024

Please Note: Only suitable qualified applicants will be acknowledged.

The Public Services Commission does not bind itself to make an appointment from among those persons who apply.