Anness A

Ministeru	*Ministeru għall-Intern, is-Sigurta' Nazzjonali u l-Infurzar tal-Liġi*
L-impjieg	*Probation Officer*

MINISTERU GĦALL-INTERN, IS-SIGURTA' NAZZJONALI U L-INFURZAR TAL-LIĠI

201, TRIQ ID-DEJQA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Tagħmel superviżjoni ta' individwi hekk kif ordnat mill-Qorti jew mill-Parole Board;

ii. Tissottometti rapporti dwar trasgressuri, sew fl-istadju ta' qabel is-sentenza jew wara s-sentenza skont parametri stabbiliti mill-Uffiċċju tal-Probation u l-Parole;

iii. Twettaq dmirijiet relatati ma' risk assessment u risk management;

iv. Tfassal pjanijiet ta' sorveljanza u gwida lil ħatja sabiex jiġu osservati l-kundizzjonijiet kif speċifikati mill-Qorti jew il-Parole Board;

v. Tagħmel żjarat ġewwa d-djar u żjarat fil-komunita' kif ukoll kordinazzjoni ma' aġenziji oħra u/ jew professjonisti nvoluti fil-każ sabiex jiġi żgurat l-aħjar mod tal-użu tar-riżorsi;

vi. Tassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex isibu impjieg xieraq;

vii. Tassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex jiżviluppaw jew itejbu l-ħiliet soċjali u edukattivi tagħhom kif ukoll sabiex jifhmu l-ħsara kkawżata lil vittmi tal-każ u lis-soċjeta' u tippromwovi l-programmi tal-Victim Offender Mediation skont il-ħtieġa;

viii. Tirrapporta immedjatament lill-Qorti jew lill-Parole Board f'każ ta' ksur ta' kundizzjonijiet tal-Ordni hekk kif maħruġa mill-Qorti jew mill-Parole License u żżomm ir-rekords fil-files tal-każijiet kollha aġġornati;

ix. Taħdem indipendentement iżda tkun versatili fil-ħidma mal-impjegati l-oħra fl-Uffiċċju tal-Probation;

x. Tipparteċipa f'sistema ta' mentoring ta' Uffiċjali tal-Probation ġodda u Trainee Probation Officers, taħt id-direzzjoni ta' Senior Probation Officer;

xi. Iżżomm ruħha aġġornata fl-iżvilupp li jseħħ fil-qasam tal-Probation kemm f'Malta kif ukoll barra minn Malta. Għal dan il-għan hi mistennija li tieħu kull opportunita' ta' programmi ta' taħriġ offruta lilha;Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;

xii. Kwalunkwe kompitu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieg;

xiii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	*Ministry for Home Affairs, National Security and Law Enforcement*
Job title	*Probation Officer*

MINISTRY FOR HOME AFFAIRS, NATIONAL SECURITY AND LAW ENFORCEMENT
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

i. Supervision of offenders as ordered by the Courts or the Parole Board;
ii. Compiles reports about offenders, both at the pre-sentencing or post-sentencing stage according to set standards and formats established by the Department of Probation and Parole;
iii. Complets tasks related to risk assessment and risk management;
iv. Draw plans to monitor and assist the offender in fulfilling the conditions as specified by the Court or the Parole Board;
v. Conduct home and field visits and liaising with other organisations and/or professionals involved in the case so as to ensure the maximum utilisation of resources;
vi. Assist the offender in finding suitable employment and furthering appropriate social and educational endeavors;
vii. Assist the offender in understanding the harm s/he caused to the victim of crime and society and promote Victim-Offender Mediation programs whenever these are deemed beneficial;
viii. Reports immediately to the Court or the Parole Board after a breach of conditions of the Order as issued by the Court or of the Parole License whilst keeping the records up to date ;
ix. Works autonomously yet be versatile in team-work with other Probation personnel;
x. Mentor new Probation Officers and Trainee Probation Officers, under the direction of the Senior Probation Officer;
xi. Remains conversant with current Probation practices both locally and abroad. To this purpose, the opportunity will be provided for programmes of training, which opportunities the appointees are expected to take;
xii. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
xiii. Any other duties according, as directed by the Principal Permanent Secretary.