

Anness A

Ministeru	<i>Ministeru għall-Intern, is-Sigurta', ir-Riformi u l-Ugwaljanza</i>
L-impjeg	<i>Trainee Probation Officer</i>



MINISTERU GHALL-INTERN, IS-SIGURTA', IR-RIFORMI U L-UGWALJANZA

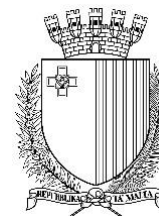
201, TRIQ ID-DEJQA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jassisti lill-Uffiċjali tal-Probation fl-immanigġar tal-każijiet jew fi dmirijiet oħra skont l-istruzzjonijiet mogħtija;
- ii. Jakkumpanja lill-Uffiċjal tal-Probation fi dmirijiet barra mill-Uffiċċju fosthom *home visits* u *field visits* li jikkonsistu fi żjarat ġewwa l-habs, sptarijiet, aġenziji u entitajiet li joffru servizz li jwassal għar-riabilitazzjoni tal-persuni li jibbenefikaw mis-servizzi tad-Dipartiment;
- iii. Jakkumpanja lill-Uffiċjal tal-Probation waqt is-seduti ġewwa l-Qrati ta' Malta u Għawdex fejn jikkonċernaw lill-klijenti tad-Dipartiment;
- iv. Jakkumpanja lill-Uffiċjal tal-Probation u jkun preżenti għall-*case conferences* fejn jiġi diskuss l-andament tal-klijent;
- v. Jhejji rapporti li jikkonċernaw lill-klijent taħt il-gwida u s-supervizjoni tal-Uffiċjal tal-Probation li jkun assenjat lilu;
- vi. Jakkumpanja lill-Uffiċjal tal-Probation waqt sessjonijiet li jsiru mal-klijent ġewwa d-Dipartiment;
- vii. Jzomm ruħu aġġornat fl-iżvilupp li jseħħ fil-qasam tal-Probation kemm f'Malta kif ukoll barra minn Malta. Għal dan il-għan hu mistenni li jieħu kull opportunità ta' programmi ta' taħriġ offruta lilu;
- viii. Jaqdi d-dmirijiet taħt id-direzzjoni tad-Direttur tal-Probation u l-Parole;
- ix. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- x. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A

Ministry	<i>Ministry for Home Affairs, Security, Reforms and Equality</i>
Job title	<i>Trainee Probation Officer</i>



MINISTRY FOR HOME AFFAIRS, SECURITY, REFORMS AND EQUALITY
201, STRAIT STREET, VALLETTA, MALTA

Duties and responsibilities

- i. Assisting Probation Officers in the management of cases and performing other tasks as directed;
- ii. Assist the Probation Officers during outside office duties especially during home and field visits including visits at the Correctional Service Agency, hospitals and other Government Agencies and Entities offering rehabilitation services to the Department's clients;
- iii. Assist the Probation Officers during Court sittings within Malta and Gozo Law Courts;
- iv. Assist the Probation Officers and be present during case conferences whereby the clients' progression is discussed with other stakeholders;
- v. Compile reports under the guidance and supervision of the Probation Officer assigned to him;
- vi. Assist the Probation Officers during sessions with clients carried out within the Department;
- vii. 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;
- viii. Performing duties under the direction of the Director for Probation and Parole;
- ix. Undertake any other tasks, which the superior may delegate to him/her, as may be required;
and
- x. Any other duties according, as directed by the Principal Permanent Secretary.