

Anness A

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



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

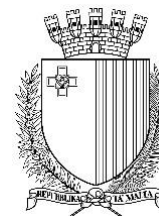
201, TRIQ ID-DEJQA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jagħmel superviżjoni ta' individwi hekk kif ordnat mill-Qorti jew mill-Parole Board;
- ii. Jissottometti 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. Jwettaq dmirijiet relatati ma' risk assessment u risk management;
- iv. Jfassal pjanijiet ta' sorveljanza u gwida lil ħatja sabiex jiġu osservati l-kundizzjonijiet kif speċifikati mill-Qorti jew il-Parole Board;
- v. Jagħmel żjarat ġewwa d-djar u żjarat fil-komunita' kif ukoll kordinazzjoni ma' aġenziji oħra u/ jew professjonisti nvoluti fil-każ;
- vi. Jassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex isibu impjeg xieraq;
- vii. Jassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex jiżviluppaw jew itejbu l-ħiliet soċjali u edukattivi tagħhom;
- viii. Jassisti lill-persuni rriferuti mill-Qorti jew mill-Parole Board sabiex jifhmu l-ħsara kkawżata lil vittmi talkaż u lis-soċjeta' u tippromwovi l-programmi tal-Victim Offender Mediation skont il-ħtieġa;
- ix. Jirrapporta immedjatament lill-Qorti jew lill-Parole Board f'każ ta' ksur ta' kundizzjonijiet tal-Ordni hekk kif maħruġa mill-Qorti jew mill-Parole License;
- x. Iżzomm ir-rekords fil-files tal-każijiet kollha aġġornati;
- xi. Jaħdem indipendentement iżda tkun versatili fil-ħidma mal-impjegati l-oħra fl-Uffiċċju tal-Probation;
- xii. Jippartecipa f'sistema ta' mentoring ta' Uffiċċjali tal-Probation ġodda u Trainee Probation Officers, taħt id-direzzjoni ta' Senior Probation Officer;
- xiii. Jaħdem f'kollaborazzjoni ma' entitajiet governattivi u non-governattivi sabiex jiġi żgurat l-aħjar mod tal-użu tar-riżorsi;
- xiv. Jżzomm 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 tiegħu kull opportunita' ta' programmi ta' taħriġ offruta lilha
- xv. Jaqdi d-dmirijiet taħt id-direzzjoni tad-Direttur tal-Probation u l-Parole;
- xvi. Kwalunkwe komputu ieħor li s-superjur jista' jiddelega lilu/ha, kif jista' jkun meħtieġ;
- xvii. 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>Probation Officer</i>



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

Duties and responsibilities

- i. Supervise offenders as ordered by the Courts or the Parole Board ;
- ii. Compile 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. Complete 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;
- vi. Assist offenders in finding suitable employment;
- vii. Assist the offender in furthering appropriate social and educational endeavors;
- viii. 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;
- ix. Report 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;
- x. Keep up-to-date records on all cases;
- xi. Work autonomously yet be versatile in team-work with other Probation personnel;
- xii. Mentor new Probation Officers and Trainee Probation Officers, under the direction of the Senior Probation Officer;
- xiii. Work in collaboration with other Governmental and non-Governmental organisations so as to ensure the maximum utilisation of resources;
- xiv. Remain 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;
- xv. Perform duties under the direction of the Director for Probation and Parole;
- xvi. Undertake any other tasks, which the superior may delegate to him/her, as may be required; and
- xvii. Any other duties according, as directed by the Principal Permanent Secretary.