

Anness A

Ministeru	<i>Ministeru għall-Intern u s-Sigurtà</i>
L-impjeg	Uffiċjal tal-Probation III

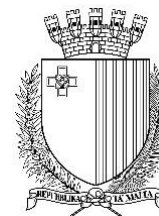


MINISTERU GĦALL-INTERN U S-SIGURTÀ
201 TRIQ ID-DEJQ VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

- i. Jagħmel superviżjoni ta' individwi hekk kif ordnat mill-Qorti jew mill-Parole Board.
- ii. Jissottometti rapport dwar trasgressuri, sew fl-istadju ta' qabel is-sentenza jew wara s-sentenza skont parametri stabbiliti mill-Uffiċċju tal-Probation u l-Parole.
- iii. Iwettaq dmirijiet relatati ma' risk assessment u risk management.
- iv. Jfassal pjanijiet ta' sorveljanza u gwida lil ħatja jiġu osservati l-kundizzjonijiet kif speċifikament mill-Qorti jew il-Parole Board.
- v. Jagħmel żjarat ġewwa d-djar u żjarat fil-komunità kif ukoll kordinazzjoni ma' aġenziji oħra u/jew professjonisti involuti 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 tal-każ u lis-soċjetà u tippromwovi l-programmi tal-Victim Offender Mediation skont il-ħtieġa.
- ix. Jirraporta immedjatament lill-Qorti jew lill-Parole Board f'każ ta' ksur ta' kundizzjonijiet tal-Ordni hekk kif maħruġa mill-Qorti jew mill-Parole Board.
- x. Iżżomm ir-rekords fil-files tal-każijiet kollha aġġornati.
- xi. Jaħdem indipendentament iżda tkun versatili fil-ħidma mal-impjegati l-oħra fl-Uffiċċju tal-Probation.
- xii. Jipparteċipa f'sistema ta' mentoring ta' Uffiċjali tal-Probation ġodda u Trainee Probation Officers, taħt id-direzzjoni tas-Senior Probation Officer.
- xiii. Jaħdem f'kollaborazzjoni ma' entitajiet governattivi u non-governattivi sabiex jiġi żgurat l-aħjar mod tal-użu tar-riżorsi.
- xiv. Iżomm ruħu aġġornat fl-iżvilupp li jseħh 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 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, kif jista' jkun meħtieġ.
- xvii. Kwalunkwe dmir ieħor hekk kif ordnat mis-Segretarju Permanenti Ewlieni.

Annex A



Ministry	<i>Ministry for Home Affairs and Security</i>
Job title	<i>Probation Officer III</i>

MINISTRY FOR HOME AFFAIRS AND SECURITY
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 endeavours.
- 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 by the Parole Board.
- 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 organisational 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.
- xvii. Any other duties according, as directed by the Principal Permanent Secretary.