Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	Psychotherapist/Counsellor

UFFIĊĊJU TAL-PRIM MINISTRU
3, PJAZZA KASTILJA, VALLETTA, MALTA

Dmirijiet u responsabbiltajiet

i. Iwettaq evalwazzjoni u interventi individwali u/jew ta' familji fuq perjodu qasir ta' żmien, għall-impjegati pubbliċi f'konformità mal-politiki u l-proċeduri tal-Unit tal-Employee Support Programme, fi ħdan il-Unit tal-Employee Support Programme nnifisha.

ii. Jipprovdi assessjar u intervent tal-grupp f'ċirkostanzi partikolari skont l-esiġenzi tal-Unit;

iii. Jassisti u jagħti debriefing f'każijiet ta' inċidenti kritiċi fil-Ministeri u d-Dipartimenti skont il-bżonn;

iv. Jagħti taħriġ lill-impjegati fuq kwistjonijiet psiko-soċjali skont il-bżonn;

v. Iżomm rekords skont il-provvedimenti tal-Protezzjoni tad-Data u jagħmel rapporti kull xahar u/jew ad hoc kif meħtieġ;

vi. Jassisti u jikkollabora mad-Direttur responsabbli fi dmirijiet amministrattivi oħra skont il-bżonn; u

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

Annex A

Ministry	Office of the Prime Minister
Job Title	Psychotherapist/Counsellor

OFFICE OF THE PRIME MINISTER
3, PJAZZA KASTILJA, VALLETTA, MALTA

Duties and responsibilities

i. Carries out individual and/or family short-term evaluation and interventions, of public employees in accordance with the policies and procedures of the Employee Support Programme Unit, within the Employee Support Program Unit itself;

ii. Provides group assessment and intervention in particular circumstances, according to the Unit's exigencies;

iii. Provides assistance and debriefing sessions in cases of critical incidents within Ministries and Departments according to the need;

iv. Provides training to employees on psychosocial issues as and when required;

v. Maintains adequate records in line with Data Protection requirements and compile monthly and/or ad hoc reports as requested;

vi. Assists and collaborates with the responsible Director in any other administrative duties as necessary; and

vii. Any other duties as directed by the Principal Permanent Secretary.