Anness A

Ministeru	Uffiċċju tal-Prim Ministru
L-Impjieg	Talk Therapy Assistant

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

Dmirijiet u responsabbiltajiet

i. Iwettaq evalwazzjoni u interventi individwali ta' sostenn emozzjonali mal-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	Talk Therapy Assistant

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

Duties and responsibilities

i. Carries out individual evaluation and emotional support interventions with public employees in accordance with the policies and procedures of the Employee Support Program 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 compiles 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.