

GUYANA WATER INCORPORATED JOB DESCRIPTION

JOB TITLE:	Welfare officer
LOCATION:	Head Office
DEPARTMENT:	Human Resources
REPORTS TO:	Executive Director- Human Resources, Management and Development
SUPERVISES:	No supervisory responsibilities

Purpose and Scope of Duties:

The successful applicant will be reporting to the Executive Director of Human Resources, Management and Development and will be coordinating with the Occupational Safety and Health Officer in areas of cross functionality. The incumbent will also be responsible for providing high quality, responsive, 24 hour welfare service to company employees, or others working within the Company's operations, construction sites and facilities for Guyana Water Inc.

Detailed Duties and Responsibilities

Under the supervision of the Director of Human Resources;

- Be responsible for identifying and assessing the Company's employee welfare needs.
- Directing the welfare activities for employees and recommending ways to improve employee's welfare.
- Be responsible for the preparation of the WORKERS WELFARE STANDARDS (WWS) self-assessment and rectification Plan, as per Employment standards, and producing written and verbal reports as per Company procedures.
- Establish and manage an Employee Assistance Program to assist employees to identify and make contact with agencies that can offer professional assistance in the areas of finance, matrimonial, legal, and health related etc., issues.
- Develop and manage the Company Return-to-Work program which will consist of a formal policy and procedures to help injured workers with their recovery and with getting back to work **and** clearly communicate the program to workers.

- On being notified that an employee is pregnant, work in cooperation with the Occupational Safety and Health Officer to ensure that the employee is not employed in a position that may place the unborn child or mother at risk of injury.
- Responsible to follow up all WWS rectification plans and the preparation of the necessary progress reports against the rectification plans, up to the successful rectification of all on-going non-compliances, according to the specified time and cost limit.
- In coordination with the Occupational Safety and Health Officer, identifying employees who shall participate in the Company Medical Surveillance program, arranging physical examinations, and other medical attention when ever required.
- Inspecting employees working environments and general working conditions and recommending improvements if necessary.
- Assisting employees in the solution of personal problems, and counselling them on personality frictions or emotional maladjustments.
- Ensure that all new employees and young employees are inducted correctly and that all induction records are properly recorded and placed in the employee's personal record.
- Organizing events and outings in order to improve relations between employees.
- Ensuring that welfare facilities such as toilets, washrooms, rest and mess areas and that drinking water are of the highest standards.

Skills & Qualifications

- A Bachelor's Degree in Social Work, or Sociology or any other relevant Degree plus a minimum of 5 years' experience in a similar capacity.
- Must possess good communication, interpersonal and organizational skills along with an excellent command of the English language.
- Knowledge of relevant legislation including the Occupational Safety and Health Act.
- Experience in the preparation of employee programs, detailed management reports use of Microsoft Office software such as Word and Excel is required.