

# **PUNJAB PUBLIC SERVICE COMMISSION**

## **JOB DESCRIPTION FOR THE 180 POSTS OF MENTORS / SOCIAL NEEDS OFFICERS** **(BS-11)**

1. To act as Mentors / Facilitators for all disabled people in Punjab Including the Khidmat Card Beneficiaries and other Provincial Government Welfare programs for the disabled people.
2. To identify disabled people within their jurisdiction, facilitation their clarification and get them registered with the Govt.
3. To make disabled people aware of the existing welfare interventions of the Govt. and help them benefits from these programmes.
4. To establish telephonic contact with all disabled at least once a month and hold periodical community meetings to ensure social inclusion of the people with special emphasis on their emotional and psychological well- being.
5. To be responsible for medical needs assessments (Assistive devices, artificial limbs, surgeries etc) and livelihood needs assessments (training microfinance and soft jobs).
6. To be responsible for compliance quarterly review report about beneficiaries issues.

### **Occasional Tasks and Responsibilities**

Any other relevant assignment by the authority.