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| Section 1: Institution information   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **1.1** Name of Institution/  Organization: |  | | | | | | | |  | |  | Name of Government Institution | | | | | | | | | **1.2** Location: |  | | | | | | |  | | |  | Town/City | | | | | | | Province/State | | | **1.3** Contact person: |  |  | |  | | **1.4** Title: | |  | | |  | First Name Last Name |  | |  | |  | | Work title/ name of position | | | **1.5** Email: |  | |  | |  | | |  | Contact person email address | |  | |  | | |  |
| Section 2: Workforce Data |  |

**2.1** Please complete the table below, providing the number of social service workforce staff by ministry, department, title and location. Please attach any available job descriptions for the titles listed below.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Ministry | Department | SSW Position Title | Primary Functions of that Title | Number of Staff with that title by location🖉 | | |
| **# at national /central level** | **# at Provincial/ State/ Regional level** | **# at local/ community/town level** |
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**2.2** Are there national policies or legislation that describe the role or functions of any of the titles listed above?  Yes |  No

## If yes, please provide the name or title of the policy or legislation

**2.3** Please check if any of these issues currently affect the numbers of workers as listed above in the table **🖉**:

Hiring freeze |  High vacancy rates |  Budget issues |  “Brain drain” or emigration

## Please describe

**2.4** For each ministry department listed above, please describe the department’s social welfare service mandate:

|  |  |  |  |
| --- | --- | --- | --- |
| Ministry | Department | Description of department’s social welfare service mandate | Name of policy or legislation where this is described if available |
|  |  |  |  |
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Section 3: Challenges

**3.1** What are the 3 biggest challenges your country faces in strengthening the social service workforce?  Please check the **top three**:

☐ low salaries ☐ lack of training and professional knowledge

☐ high workload ☐ poor supervision and support system

☐ low motivation ☐ limited resources to work with

☐ low authority ☐ ineffective interagency collaboration

☐ lack of clarity in roles/performance expectations ☐ poor work conditions/facilities

☐ lack of career advancement opportunities ☐ weak information management, records, data management

☐ other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section 4: Opportunities

**4****.1** Are there compelling current initiatives underway related to planning, developing or supporting the workforce in your country that you think should be highlighted? These examples will be considered when developing a future national workforce strengthening plan, to ensure future initiatives build on existing practice. Please use the Framework for Strengthening the Social Service Workforce found [here](http://www.socialserviceworkforce.org/framework-strengthening-social-service-workforce) as a guide in order to help highlight innovative and effective approaches to strengthening the workforce. Please provide a brief description and/or send a relevant report with your response to this survey.

|  |  |  |
| --- | --- | --- |
| Primary category of the initiative | Organization/ Project Name | Description of the initiative |
|
| Planning |  |  |
| Developing |  |  |
| Supporting |  |  |

**4.2** What are some of the country’s most important milestones and achievements in the last 5 years related to strengthening the government social service workforce? (If there are multiple important milestones, feel free to prioritize them)