



**On approval of the Standard Qualification Characteristics for the Positions of Senior Officials, Specialists and Other Employees of Social Protection and Employment Organizations**

*Unofficial translation*

Order Acting Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan of October 25, 2017 № 360. Registered with the Ministry of Justice of the Republic of Kazakhstan on December 6, 2017 № 16057.

*Unofficial translation*

**On approval of the Standard Qualification Characteristics for the Positions of Senior Officials, Specialists and Other Employees of Social Protection and Employment Organizations**

In compliance with sub-paragraph 17) of Article 16 of the Labor Code of the Republic of Kazakhstan **I HEREBY ORDER:**

**Footnote. The Preamble as amended by the order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 23.12.2021 No. 488 (shall be enforced upon expiry of ten calendar days after the date of its first official publication).**

1. That the Standard Qualification Characteristics for the Positions of Senior Officials, Specialists and Other Employees of Social Protection and Employment Organizations (hereinafter referred to as the Standard Qualification Characteristics) shall be approved.

2. The following orders shall be approved:

1) order of the Minister of Labour and Social Protection of the Population of the Republic of Kazakhstan № 31-ø-m of February 2, 2012 "On Approval of the Standard Qualification Characteristics of Senior Officials, Specialists and Other Employees of the Social Protection and Employment System" (registered in the Register of State Registration of Regulatory Legal Acts under number 7442, published on June 28, 2012 in the newspaper "Yuridicheskaya Gazeta" under № 94 (2276);

2) order of the Minister of Healthcare and Social Development of the Republic of Kazakhstan No. 238 dated November 19, 2014 "On Introduction of Amendments and Addenda to Order of the Minister of Labour and Social Protection of the Republic of Kazakhstan № 31-ø-m dated February 2, 2012 "On Approval of the Standard Qualification Characteristics of Senior Officials, Specialists and Other Employees of the System of Social Protection and Employment of the Population" (registered in the Register of State Registration of Regulatory Legal Acts under number 9982, published on December 26, 2014 in "Adilet", the Information Legal System).

3. In accordance with the procedure established by legislation, the Committee for Labour, Social Protection and Migration of the Ministry of Labour and Social Protection of the Population of the Republic of Kazakhstan shall ensure:

1) state registration of this order with the Ministry of Justice of the Republic of Kazakhstan;

2) within ten calendar days from the date of state registration of this order, sending a copy hereof in paper and electronic form both in Kazakh and Russian languages to the Republican State Enterprise on the Right of Economic Management “Republican Center of Legal Information” for official publication and inclusion into the Reference Control Bank of Regulatory Legal Acts of the Republic of Kazakhstan;

3) placing this order on the Internet resource of the Ministry of Labour and Social Protection of the Population of the Republic of Kazakhstan;

4) within ten working days after the state registration hereof with the Ministry of Justice of the Republic of Kazakhstan, submission to the Department of Legal Services of the information on the implementation of measures provided for in subparagraphs 1), 2), 3) of paragraph 3 of this order.

4. Control over the execution of this order shall be entrusted to Zhakupov S. K., Vice-Minister of Labour and Social Protection of the Population of the Republic of Kazakhstan.

5. This order shall enter into force upon the expiration of ten calendar days after the day of its first official publication, with the exception of paragraph 6 of chapter 2, paragraph 1 of chapter 3 of the Standard Qualification Characteristics, which shall be effective since January 1, 2018.

*Acting*  
*Minister of Labour and Social*  
*Protection of the Population*  
*of the Republic of Kazakhstan*

*S. Zhakupova*

"AGREED"

Minister of Healthcare  
of the Republic of Kazakhstan  
\_\_\_\_\_  
Y. Birtanov

November 1, 2017

Approved by order of acting  
Minister of Labour and Social  
Protection of the Population of the  
Republic of Kazakhstan  
No. 360 of October 25, 2017

**Standard qualification characteristics for the positions of heads, specialists and other employees of organizations of social protection and employment of population**

Footnote. Standard qualification characteristics as amended by the order of the Deputy Prime Minister – Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated 14.06.2023 No. 220 (shall be enforced from 01.07.2023).

## **Chapter 1. Standard qualification characteristics for positions of heads of organizations of social protection and employment of population**

Paragraph 1. Head of the structural unit (department, sector, group) of the organization of social protection

### **1. Official duties:**

carries out the general management of the work of the structural unit (hereinafter referred to as the unit);

carries out the preparation of work plans, determines the specific areas of activity of employees of the unit;

forms and maintains a databank of citizens needing social support;

develops the necessary documentation for the provision of a range of services;

analyzes the results of the quality of social services provided and their compliance with the needs of citizens who need social services (hereinafter referred to as the contingent);

interacts with organizations providing services, including medical, pedagogical, psychological, social and household ones, taking into account individual needs of the contingent;

considers and takes action on contingent applications and proposals;

makes proposals for improving the forms and methods of providing special social services

;

analyzes the work and takes measures to improve the efficiency of the unit;

takes part in the development of educational and methodical documentation;

studies and applies advanced domestic and foreign experience in social work issues;

carries out work on the relationship and effective cooperation with organizations;

applies the latest technology in the work unit;

ensures the presentation of the necessary reporting and the reliability of statistical information;

ensures compliance with the rules of labor protection and safety, fire safety and sanitary and hygiene standards.

### **2. Shall be obliged to know:**

Constitution of the Republic of Kazakhstan (hereinafter referred to as the Constitution of the Republic of Kazakhstan);

Code of the Republic of Kazakhstan “On Marriage (Matrimony) and Family” (hereinafter referred to as the Code on Marriage and Family);

Labor Code of the Republic of Kazakhstan (hereinafter referred to as the Labor Code);

Social Code of the Republic of Kazakhstan (hereinafter referred to as the Social Code)

Law of the Republic of Kazakhstan “On languages in the Republic of Kazakhstan” (hereinafter referred to as the Law on languages);

Law of the Republic of Kazakhstan “On social and medical and pedagogical correctional support for children with disabilities (hereinafter referred to as the Law on social and medical and pedagogical correctional support for children with disabilities);

Law of the Republic of Kazakhstan “On the rights of the child in the Republic of Kazakhstan” (hereinafter referred to as the Law on the Rights of the Child);

Law of the Republic of Kazakhstan “On combating corruption” (hereinafter referred to as the Law on combating corruption);

the profile, specialization and characteristics of the organization of services for children, children with disabilities, the elderly and persons with disabilities;

basics of sociology, psychopathology, psycho-social aspects of assistance to children, persons of retirement age and persons with disabilities;

basics of psychoprophylaxis;

advanced domestic and foreign practices in the provision of social services;

specifics of work in different social spheres;

forms and methods of educational and social work;

methods of collection and analysis of information;

methods of detecting extreme situations;

Rules for fire safety approved by the order of the Ministry of Emergency Situations of the Republic of Kazakhstan dated February 21, 2022 No. 55 (registered in the Register of state registration of regulatory legal acts as No. 26867) (hereinafter referred to as the Fire safety rules).

3. Requirements for qualifications: higher (or postgraduate) education (social, economic, legal, pedagogical, medical) and work experience in positions in organizations of social protection of the population or an appropriate profile for at least 3 years.

Paragraph 2. Director of the Center for Social Adaptation for Persons, not Having the Fixed Place of Residence

4. Official duties:

manages the activities of the Center for Social Adaptation for Persons, not Having the Fixed Place of Residence (hereinafter referred to as the Center);

manages the activities of the);

organizes the work on the provision of advisory assistance to the population and persons who do not have a certain place of residence on adaptation;

takes measures and assists in the restoration of documents, employment and in search of the temporary and permanent residence of the contingent served;

manages the financial and economic activities and takes measures to expand and develop the economic independence of the Center, its material and technical base, ensures the rational

use of allocated budgetary funds, as well as funds from funding sources that do not contradict the law;

establishes the mode of operation of the Center in coordination with the local authorized body in the field of social protection of the population;

takes measures to provide the Center with qualified personnel, enhancement of their qualifications, create safe and favorable working conditions;

concludes and terminates employment contracts with employees;

provides labor schedule and labor discipline;

contributes to the development of labor motivation, initiative and activity of employees;

ensures the reception, preservation and distribution of humanitarian assistance among persons served by the Center;

controls the implementation of plans for financial and economic activities of the Center, the conclusion and implementation of business contracts;

protects and represents the interests of the Center in government bodies and organizations;

opens current accounts of the Center in the bank;

ensures the presentation of the necessary reporting and the reliability of statistical information;

ensures compliance with fire safety regulations.

5. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code of the Republic of Kazakhstan “On Public Health and Healthcare System” (hereinafter referred to as the Code on public health and healthcare system);

Criminal Code of the Republic of Kazakhstan (hereinafter referred to as the Criminal Code);

Penal Execution Code of the Republic of Kazakhstan;

Labor Code;

Social Code;

Law on Languages;

Law on combating corruption;

Law of the Republic of Kazakhstan “On public procurement” (hereinafter referred to as the Law on public procurement);

fundamentals of social work, psychology, sociology, occupational pathology, occupational orientation;

the specifics of work in various social environments, profile, specialization and features of the Center;

methodology of vocational training and retraining, occupational therapy and employment therapy;

domestic and foreign experience in social adaptation;

organization of economic and financial activities;

theory and practice of managing the staff of the organization;  
fundamentals of economics, accounting and financial analysis;  
Fire safety regulations.

6. Requirements for the qualification: higher (or postgraduate) education, work experience in the social security system for at least 3 years or in managerial positions in the relevant profile of an organization for the type of economic activity for at least 5 years.

Paragraph 3. Director of the Employment Center

7. Official duties:

carries out the organizational and methodological management of the employment center (hereinafter referred to as the Center);

organizes the work on the conduct of the vocational orientation of individuals from among the self-employed, unemployed and low-income population and ensures its quality implementation;

organizes the work on the provision of advisory assistance to the population;

organizes the work on the provision of adaptation services and psychological support to potential participants in active measures for promoting employment;

coordinates and organizes the work on the development of measures for:

implementation of active measures for promoting employment;

assistance in the employment of applicants;

vocational training;

voluntary relocation, provision of measures of state social support to self-employed, unemployed and low-income citizens;

promotes research in the field of employment regulation, analysis of the existing labor market, the development of proposals for the prospects of its development, vocational guidance and psychological support of the population;

organizes the work on the introduction of automated information systems in the field of employment, the formation of a databank of a fixed labor market;

organizes the study and compilation of best practices on employment issues;

interacts with local executive bodies, employers, organizations in order to ensure employment;

determines the list of professions (specialties) for the organization of vocational training, taking into account the needs of the labor market;

determines in each particular case the most appropriate form and place of vocational training;

organizes the work and effective interaction of all structural units of the Center;

manages the financial and economic activities and takes measures to expand and develop the economic independence of the Center, its material and technical base, ensures the rational use of allocated budgetary funds, as well as funds coming from funding sources, including sponsorship, charitable assistance;

monitors the implementation of plans for financial, economic and production activities of the Center, the conclusion and execution of contracts;

takes measures to provide the organization with qualified personnel, creating safe and favorable conditions for their work;

carries out the work to strengthen labor and production discipline, to improve the skills of the employees of the Center;

provides timely consideration of appeals of individuals and legal entities and making decisions on them;

provides timely accounting and reporting;

ensures compliance with Fire safety regulations.

8. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Labor Code of the Republic of Kazakhstan;

Social Code;

Law on languages;

Law of the Republic of Kazakhstan "On migration of population" (hereinafter referred to as the Law on migration of population);

Law of the Republic of Kazakhstan "On permissions and notifications" (hereinafter referred to as the Law on permissions and notifications);

Law on combating corruption;

profile, specialization and features of the organization;

economic infrastructure;

demographic situation;

the specifics of the socio-economic development of the region (district, city);

prospects for the development and structural changes of organizations in the region (district, city);

main trends and directions of the labor market development;

organization of financial and economic activities;

basics of tax legislation;

the procedure for concluding labor and collective agreements;

basic economics;

Fire safety regulations.

9. Requirements for the qualification: higher (or postgraduate) education (social, economic, legal) and work experience in the system of social protection or employment of the population for at least 3 years or in senior positions in the operative sphere for at least 2 years.

Paragraph 4. Director of a labor mobility center

10. Official duties:

carries out the organizational and methodological management of a labor mobility center (hereinafter referred to as the Center);

organizes the work on the conduct of the vocational orientation of individuals from among the self-employed, unemployed and low-income population and ensures its quality implementation;

organizes the work on the provision of advisory assistance to the population;

organizes the work on the provision of adaptation services and psychological support to potential participants in active measures for promoting employment;

analyzes, forecasts a demand and supply of labor, informs the population, local executive bodies and the Center for the Development of Labor Resources about the state of the labor market in the region, cities of republican significance and the capital;

carries out the accounting of the creation of jobs within the framework of national projects, development plans for the region, the city of republican significance, the capital, the regional employment map of the region, the city of republican significance, the capital;

coordinates and organizes the work on the development of measures for:

implementation of active measures for promoting employment;

assistance in the employment of applicants;

vocational training;

voluntary relocation, provision of measures of state social support to self-employed, unemployed and low-income citizens;

promotes research in the field of employment regulation, analysis of the existing labor market, the development of proposals for the prospects of its development, vocational guidance and psychological support of the population;

organizes the work on the introduction of automated information systems in the field of employment, the formation of a databank of a fixed labor market;

organizes the study and compilation of best practices on employment issues;

interacts with local executive bodies, employers, organizations in order to ensure the employment of the population;

determines the list of professions (specialties) for the organization of vocational training, taking into account the needs of the labor market;

determines in each particular case the most appropriate form and place of vocational training;

organizes the work and effective interaction of all structural units of the Center;

manages the financial and economic activities and takes measures to expand and develop the economic independence of the Center, its material and technical base, ensures the rational use of allocated budgetary funds, as well as funds coming from funding sources, including sponsorship, charitable assistance;

monitors the implementation of plans for financial, economic and production activities of the Center, the conclusion and execution of contracts;

takes measures to provide the organization with qualified personnel, creating safe and favorable conditions for their work;



carries out the work to strengthen labor and production discipline, to improve the skills of the employees of the Center;

provides timely consideration of appeals of individuals and legal entities and making decisions on them;

provides timely accounting and reporting;

ensures compliance with fire safety regulations.

11. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Labor Code of the Republic of Kazakhstan;

Social Code;

Law on languages;

Law of the Republic of Kazakhstan “On migration of the population”;

Law of the Republic of Kazakhstan “On permissions and notifications”;

Law on combating corruption;

profile, specialization and features of the organization;

economic infrastructure;

demographic situation;

the specifics of the socio-economic development of the region (district, city);

prospects for the development and structural changes of organizations in the region (district, city);

main trends and directions of the labor market development;

organization of financial and economic activities;

basics of tax legislation;

the procedure for concluding labor and collective agreements;

basic economics;

Fire safety regulations.

12. Requirements for the qualification: higher (or postgraduate) education (social, economic, legal) and work experience in the system of social protection or employment of the population for at least 3 years or in senior positions in the operative sphere for at least 2 years.

Paragraph 5. Head of the Structural Unit (Department, Sector) of the Employment Center

13. Official duties:

manages the activities of the structural unit (department, sector) of the employment center (hereinafter referred to as the unit) and ensures the positive results of its work;

manages the activities of the structural unit (department, sector) of the employment center (hereinafter referred to as the unit) and ensures the positive results of its work;

organizes and controls the development of prospective and current plans of the unit, the preparation of proposals for measures for the implementation of active measures for promoting employment, taking into account various groups and categories of the population and promotes their implementation;

studies and summarizes domestic and foreign experience in providing employment;  
interacts with employers on employment issues for job seekers, self-employed, unemployed and low-income people;  
assists in the employment of certain categories of citizens for whom quotas are established for employment in accordance with the legislation on employment of the population;  
organizes the work on the formation of a database of current vacancies and projected jobs in the district (city), a databank of specialists from the number of applied citizens and the unemployed population;  
ensures the implementation of measures aimed at improving the forms and methods of work with employers, self-employed, unemployed, low-income and unemployed people on employment assistance issues;  
participates in events held by the authorized body, organizations on employment issues;  
provides for conducting awareness-raising work among the population and employers on the issues of legislation on employment of the population;  
considers in the prescribed manner letters, complaints and appeals of citizens within his competence;  
carries out analysis and forecasting of the regional labor market, participates in the development of measures for the implementation of employment programs, based on the development programs of the region (district, city) and organizes their implementation;  
ensures the provision of the necessary reliable reporting;  
ensures compliance with the rules of labor protection and safety, fire safety and hygiene standards.

14. Shall be obliged to know:  
Constitution of the Republic of Kazakhstan;  
Labor Code of the Republic of Kazakhstan;  
Social Code;  
Law on languages;  
Law on migration of population;  
Law on permissions and notifications;  
Law on combating corruption;  
basic provisions of civil legislation;  
profile, specialization and features of the structural unit;  
the main functions of automated information systems in the field of employment;  
economic infrastructure, demographic situation, specificity of the socio-economic development of the region (city, district);  
development prospects and structural changes of organizations in the region (city, district)  
;  
main trends and directions of development of the regional labor market;

the procedure for the development of measures for active measures for promoting employment;

evaluation of the effectiveness of measures for active measures for promoting employment;

organization of financial and economic activities of the organization; basics of economics, law;

Fire safety regulations.

15. Requirements for the qualification: higher (or postgraduate) education (social, economic, legal) and work experience in positions in organizations of social protection of the population or a corresponding profile for at least 1 year.

Paragraph 6. Head of a structural unit (department, sector) of a labor mobility center

16. Official duties:

Manages the activities of a structural unit (department, sector) of a labor mobility center (hereinafter referred to as the unit) and ensures the positive results of its work;

organizes and controls the development of prospective and current plans of the unit, the preparation of proposals for measures for the implementation of active measures for promoting employment, taking into account various groups and categories of the population and promotes their implementation;

studies and summarizes domestic and foreign experience in providing employment;

organizes the work on the formation of a database of current vacancies and projected jobs in the district (city), a databank of specialists from the number of applied citizens and the unemployed population;

ensures the implementation of measures aimed at improving the forms and methods of work with employers, self-employed, unemployed, low-income and unemployed people on employment assistance issues;

participates in events held by the authorized body, organizations on employment issues;

provides for conducting awareness-raising work among the population and employers on the issues of legislation on employment of the population;

considers in the prescribed manner letters, complaints and appeals of citizens within their competence;

carries out analysis and forecasting of the regional labor market, participates in the development of measures for the implementation of employment programs, based on the development programs of the region (district, city) and organizes their implementation;

ensures the provision of the necessary reliable reporting;

ensures compliance with the rules of labor protection and safety, fire safety and hygiene standards.

17. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Labor Code of the Republic of Kazakhstan;

Social Code;  
Law on languages;  
Law on migration of population;  
Law on permissions and notifications;  
Law on combating corruption;  
basic provisions of civil legislation;  
profile, specialization and features of the structural unit;  
the main functions of automated information systems in the field of employment;  
economic infrastructure, demographic situation, specificity of the socio-economic development of the region (city, district);  
development prospects and structural changes of organizations in the region (city, district)  
;  
main trends and directions of development of the regional labor market;  
the procedure for the development of measures for active measures for promoting employment;  
evaluation of the effectiveness of measures for active measures for promoting employment;  
organization of financial and economic activities of the organization; basics of economics, law;  
Fire safety regulations.

18. Requirements for the qualification: higher (or postgraduate) education (social, economic, legal) and work experience in positions in organizations of social protection of the population or a corresponding profile for at least 1 year.

Paragraph 7. Deputy director for social work of the center of the organization of provision of special social services (organization)

19. Official duties:

Carries out the duties under general management of the first head of the center of organization of provision of special social services (hereinafter referred to as the CPSSS) and in the interaction with the heads of the units and organization services;

organizes the current and future planning of CPSSS activities to provide special social services to the elderly and persons with disabilities, including children with disabilities (hereinafter referred to as the wards);

ensures the fulfillment of the main tasks and functions provided for by the standards for the provision of special social services in the field of social protection of the population;

takes measures to create conditions for the wards to maintain family ties;

controls the work of personnel providing special social services to wards, taking into account their individual needs;

applies in practice domestic and foreign experience of social work;

introduces new forms and methods of work on social services for wards, makes proposals for the acquisition of modern technical means of rehabilitation and care for the wards;

organizes work with the public, coordinates work with legal representatives (parents, guardians);

makes proposals to management on the selection, placement and movement of personnel;

ensures the creation of safe and favorable conditions for the life and health of staff and wards, maintaining a favorable moral and psychological atmosphere in the team;

carries out work to strengthen labor and production discipline, compliance with sanitary and epidemiological standards, fire safety requirements, labor protection and safety;

ensures the submission of the necessary reporting, the reliability of statistical information.

20. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on marriage and family;

Labor Code;

Social Code

Law on Languages;

Law on social and medical and pedagogical correctional support for children with disabilities;

Law on the rights of a child;

Law on combating corruption;

theory and methodology of social work;

profile and specifics of the organization; fundamentals of social work, psychology, pedagogy, gerontology;

basics of medical, social and professional rehabilitation;

theory and practice of personnel management of the organization; advanced domestic and foreign experience in the provision of special social services;

Fire safety regulations.

21. Requirements for the qualification: higher (or postgraduate) education (social, medical , pedagogical) and work experience in the social protection system of at least 3 years or in senior positions in the type of activity corresponding to the profile of the organization for at least 5 years.

Paragraph 8. Deputy director for administrative – economic works of the center for the provision of special social services (organization)

22. Official duties:

performs his/her duties under the general guidance of the first head of the organization and in cooperation with the heads of departments and services on the supply and maintenance of the center for the provision of special social services (hereinafter referred to as the CPSSS)

;

takes measures for the timely conclusion of economic contracts, monitors their implementation;

carries out development of perspective and current plans for technical re-equipment and reconstruction of buildings and structures of the organization;

organizes the work for providing the organization with new technological equipment;

ensures the safety of household equipment, its restoration and replenishment, as well as the maintenance of cleanliness in the premises and in the adjacent territory;

supervises the work of the service personnel;

takes measures to provide CPSSS with stationery and household items;

monitors the availability and serviceability of fire-fighting equipment, the condition of the premises, equipment and inventory, ensures their timely repair;

provides control over the work of personnel for the maintenance and operation of buildings and structures, utilities, heat and electricity;

ensures compliance with sanitary and epidemiological standards, fire safety requirements, occupational health and safety;

ensures the presentation of the necessary reports and their accuracy.

23. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Labor Code;

Social Code;

Law on languages;

Law on state property;

Law on combating corruption;

Law on public procurement;

basics of pricing;

settlement procedure for services rendered and works performed;

organization of financial and economic activities;

procedure for the conclusion of agreements;

basics of organization of labor and management, economy, civil law;

rules of internal labor regulation;

Fire safety regulations.

24. Requirements for the qualification: higher (or postgraduate) education and work experience in the field of economic services not less than 1 year.

Paragraph 9. Head of the medical department of the center for the provision of special social services

25. Official duties:

manages the medical department of the center for the provision of special social services (hereinafter referred to as the department), provides advice to doctors on diagnosis and treatment, and systematically monitors the quality of medical services provided;

organizes the work of the department to provide timely and high-quality medical care to the elderly and persons with disability, including children with disabilities (hereinafter referred to as the ward);

provides rational operation of medical equipment, rational distribution and organization of work of medical personnel, introduction of new and improvement of existing forms and methods of treatment of diseases, maintenance and submission of accounting and reporting documentation, compliance with medical ethics, internal work regulations, safety and labour protection of fire safety and sanitary-epidemiological rules and regulations;

takes measures to provide the unit with medicines and medical products;

develops a long-term plan for advanced training of medical workers;

renders assistance in creating conditions for advanced training of medical workers of the department, contributes to the rational use and development of their professional knowledge and experience, as well as working conditions that are safe and favorable for life and health, and to create a favorable psychological atmosphere in the team;

introduces new innovative technologies in the division for the diagnosis and treatment of patients.

26. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on public health and healthcare system;

Code on marriage and family;

Social Code

Law on languages;

Law on social and medical and pedagogical correctional support for children with disabilities;

Law on the rights of a child;

Law on combating corruption;

basics of social hygiene;

general principles and basic methods of clinical, instrumental and laboratory diagnostics;

basics of organization of medical and preventive, emergency medical care, medicine provision to the population;

population health statistics;

health criteria and indicators;

scientific achievements of domestic and foreign medicine in the field of treatment and diagnostics.

27. Requirements for the qualification: higher (or postgraduate) medical education, preferably the first / highest qualification category in the specialty.

Paragraph 10. Director of the center for the provision of special social services

28. Official duties:

manages production, economic and financial and economic activities, ensures the safety and efficient use of the property of the center for the provision of special social services ( hereinafter referred to as the CPSSS);

determines the structure of the organization's management, staffing;

organizes the work and effective interaction of all departments of the CPSSS for social, medical, cultural services, educational work with children with disabilities, the elderly and persons with disabilities (hereinafter referred to as the persons under wardship);

organizes current and long-term planning of the activities of the CPSSS;

approves working health-improving, educational preventive plans and programs;

protects the legal rights and interests of living children, the elderly and persons with disabilities who need care, household and medical care, social and labor adaptation and rehabilitation, takes measures to create conditions for them to maintain family ties;

takes measures to provide technical auxiliary (compensatory) and special means of transportation for children, the elderly and persons with disabilities who need them;

forms the state social order;

ensures the rational use of allocated budgetary funds, as well as funds coming from funding sources that do not contradict the law;

organizes activities to attract extra-budgetary funds to improve the service of persons under wardship;

applies in practice domestic and foreign experience of social work;

introduces new forms and methods of work on social services for persons under wardship, ensures that the CPSSS is equipped with modern technical means for the rehabilitation and care of persons under wardship;

communicates with the public, coordinates work with legal representatives (parents, guardians);

carries out the selection, reception and placement of personnel, determines the official duties of employees;

takes measures to improve the skills of personnel, create safe and favorable conditions for the life and health of working conditions, maintain a favorable moral and psychological atmosphere in the team;

carries out work to strengthen labor and production discipline, certification of employees;

defends and represents the interests of the CPSSS in court, state bodies and organizations;

contributes to the development of labor motivation, initiative and activity of employees;

ensures the reception, preservation and distribution of humanitarian aid among the persons under wardship;

concludes contracts, issues powers of attorney, ensures the submission of the necessary reports, the reliability of statistical information;

29. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;



Code on public health and healthcare system;

Code on marriage and family;

Social Code

Labor Code;

Law on languages;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

Law on combating corruption;

Law on public procurement;

theory and methodology of social work;

profile and specifics of the organization;

achievements of modern psychological and pedagogical science and practice;

fundamentals of sociology, psychology of pedagogy, psychoprophylaxis, ethics, gerontology;

methods of educational and social work;

basics of medical, social and professional rehabilitation;

basic methodological principles of social work;

organization of economic and financial activities;

fundamentals of tax and budget legislation;

theory and practice of personnel management;

methods of statistical and methodological analysis;

Fire safety regulations.

30. Requirements for the qualification:

higher (or postgraduate) (social, pedagogical, medical, legal, economic) education and work experience in the social protection system (in organizations of all forms of ownership) for at least 3 years or in managerial positions in the type of economic activity corresponding to the profile of the organization for at least 5 years or in senior positions in non-governmental (non-state) organizations in the field of healthcare, education, culture and sports for at least 5 years.

Paragraph 11. Deputy director for medical work of the center for the provision of special social services

31. Official duties:

manages the medical activity of the center for the provision of special social services (hereinafter referred to as the CPSSS);

ensures the safety and efficient use of property;

performs his/her duties under the general guidance of the first head of the CPSSS and in cooperation with the heads of departments and services of the organization;

organizes work to provide timely and qualified medical care to the elderly and persons with disabilities, including children with disabilities (hereinafter referred to as the ward);

carries out organizational work on planning the medical and diagnostic activities of the organization;

analyzes medical activities;

carries out systematic control over the quality of social and medical services provided;

plans and ensures the implementation of measures for the sanitary and hygienic education of wards;

carries out work on the issue of providing CPSSS with medicines and medical products, special equipment;

supervises the technical operation of medical devices and equipment;

makes proposals to the management on the rational placement and organization of work of medical personnel, the development of their professional knowledge and experience;

ensures the creation of safe and favorable working conditions for the life and health of employees, the formation of a favorable psychological atmosphere in the team;

develops a long-term plan for advanced training of medical workers;

ensures compliance with labor discipline, promotes the development of labor motivation, initiative and activity of employees, medical ethics, compliance with the requirements of the internal labor regulations;

organizes the maintenance of statistical records and reporting on the activities of the organization;

ensures compliance with fire safety regulations.

32. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on public health and healthcare system;

Code on marriage and family;

Labor Code;

Social Code;

Law on languages;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

Law on combating corruption;

Law on public procurement;

general principles and basic methods of clinical, instrumental and laboratory diagnostics;

bases of the organization of treatment-and-prophylactic, emergency medical care; theory and methodology of social work;

fundamentals of sociology, psychology, pedagogy, psychoprophylaxis, ethics, gerontology;

criteria and indicators characterizing the state of providing the population with medicines, social hygiene;

population health statistics, criteria and indicators of healthcare;

scientific achievements of domestic and foreign medicine;

Fire safety regulations.

33. Requirements for the qualification:

higher (or postgraduate) medical education and work experience in senior positions in the type of medical activity corresponding to the profile of the organization for at least 5 years, preferably the first / highest qualification category in the specialty.

Paragraph 12. Head of the department (unit) of social assistance at home

34. Official duties:

carries out the general management of the work of the department (unit) of social assistance at home (hereinafter referred to as the department);

ensures that work is carried out to identify and register citizens living in the territory of a branch who find themselves in a difficult life situation and families in need of social services;

organizes current and long-term planning of the activities of the department, monitors its implementation;

organizes the work on inspection of the material and living conditions of lonely elderly and disabled people, disabled citizens, families raising disabled children, in order to establish the need, determine the types and forms of social assistance;

forms a database of people in need of social assistance;

determines the number of persons serviced and the volume of work of specialists of the department in accordance with the standard for the provision of special social services in the field of social protection of the population

conducts regular monitoring of the volume and quality of social services provided and their compliance with the needs of citizens served, the efficiency of the work of the department's staff;

analyzes and forecasts the work, takes measures to improve the activities of the department;

renders assistance in identifying those in need to institutions or organizations operating in the conditions of hospitals, semi-stationary hospitals, temporary stay, in special correctional and rehabilitation institutions or organizations;

interacts in matters of social service of the branch's clients with territorial bodies and institutions of public health, education, charitable and religious associations;

organizes the work on rendering advisory assistance to the population, including the execution of documents to persons in need;

takes part in the decision of questions of guardianship;

ensures the introduction of new and improvement of existing organizational forms and methods of work aimed at further improving the efficiency of the provision of special social services to the population;

provides control over the maintenance of established documentation by the specialists of the department (visiting logs and individual lessons, lesson plans or cycloramas of the work of specialists providing socio-psychological, socio-pedagogical services, documentation on the dynamics of the child's condition and development, etc.);

organizes training, exchange of experience, staff development;

contributes to the development of labor motivation, initiative and activity of employees;

ensures the reception, preservation and distribution of humanitarian aid among those serviced by the department;

ensures the rational use of allocated budgetary funds, as well as funds coming from funding sources that do not contradict the law;

carries out activities to attract extrabudgetary material resources to provide free aid to low-income disabled citizens, families raising children with disabilities;

establishes and maintains contact with work collectives where labor veterans previously worked;

cooperates with the organizations of the Red Crescent and the Red Cross, public organizations, business structures, in order to provide them with charitable assistance;

makes proposals to higher organizations to improve the forms and methods of home-based services and the provision of various types of in-kind assistance;

ensures the presentation of the necessary reporting, the reliability of statistical information ;

ensures compliance with internal labor regulations, health and safety regulations, and fire safety regulations.

35. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on public health and healthcare system;

Code on marriage and family;

Labor Code;

Social Code;

Law on languages;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

Law on combating corruption;

Law on public procurement;

the main directions of the policy of social protection of the population;

profile, specialization and features of the organization;

types of social services;  
theory and methodology of social work;  
organization of servicing the elderly and persons with disabilities, including children with disabilities;  
basics of social work;  
basics of sociology, personality psychology and socio-psychological aspects of assistance to persons of retirement age and the disabled, families raising children with disabilities;  
sanitary and hygienic requirements for patient care at home;  
benefits and advantages established for war and labor veterans;  
the specifics of working in a different social environment;  
basics of pedagogy, psychoprophylaxis, ethics and deontology, psychopathology;  
methods for registration of guardianship and guardianship, home care;  
advanced domestic and foreign experience in organizing social assistance at home;  
the procedure for concluding and executing contracts;  
basics of tax and budget legislation;  
organization of financial and economic activities;  
Fire safety regulations.

36. Requirements for the qualification:

higher (or postgraduate) (social, medical, pedagogical, economic, legal) education and work experience in the type of economic activity corresponding to the profile of the organization for at least 3 years.

**Chapter 2. Standard qualification characteristics for the positions of specialists of organizations of social protection and employment of the population**

Paragraph 1. Social worker for assessing and determining the need for special social services

37. Official duties:

higher (or postgraduate) (social, medical, pedagogical, economic, legal) education and work experience in the type of economic activity corresponding to the profile of the organization for at least 3 years;

conducts conversations with the applicant, travels to the applicant's place of residence, prepares requests to the relevant organizations and interviews the neighbors for objective reasons for obtaining services;

determines the ability to independence in case of body dysfunctions, in social maladaptation and deprivation of a child;

assesses the social environment, the insufficiency or absence of the material, economic, social and spiritual conditions of existence;

organizes the work on the creation of an interdepartmental commission for obtaining opinions from the education and health authorities;

prepares an opinion in which the type of service, category of recipient, place of provision, duration of service, content of service, individual features are determined and sends it to local executive bodies of districts (cities of regional, republican significance, the capital).

38. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on marriage and family;

Social Code;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

Standards for the provision of special social services in the field of social protection of the population, approved by the authorized state body, in accordance with paragraph five of subparagraph 5) of Article 12 of the Social Code of the Republic of Kazakhstan;

Rules for assessing and determining the need for special social services, approved by the authorized state body, in accordance with paragraph twenty-seven of subparagraph 5) of Article 12 of the Social Code of the Republic of Kazakhstan;

39. Requirements for the qualification:

Specialist of the highest qualification level:

the highest category - higher (or postgraduate) education (social, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level of the first category for at least 3 years;

the first category - higher (or postgraduate) education (social, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level of the second category for at least 2 years;

the second category - higher (or postgraduate) education (social, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level without a category for at least 2 years;

without a category - higher (or postgraduate) education (social, psychological, pedagogical, medical) without requirements for work experience in the specialty.

Paragraph 2. Social work consultant

40. Official duties:

carries out its activities in the departments of social assistance at home, in organizations providing special social services in the conditions of temporary residence and residence for victims of domestic violence, victims of trafficking in persons;

interacts with specialists of bodies and organizations of social protection of the population, health care, education, organizations authorized to work with persons needing special social services;

provides counselling services to children with disabilities, their legal representatives, the elderly and people with disabilities, victims of domestic violence, victims of human trafficking (hereinafter referred to as the contingent) on:

- social and medical-pedagogical correctional support, rights of the child, social protection and rehabilitation of persons with disabilities;

- the provision of state social benefits, special state benefits, benefits for the loss of the breadwinner, targeted social assistance and various types of social benefits;

- registration of guardianship, wardship, placing to organizations of education, institutions of social protection of the population;

- civil, housing, family, labor, pension, criminal legislation, on issues of victims of domestic violence, victims of human trafficking;

- renders assistance in providing the contingent with technical auxiliary (compensatory) means and special means of transportation;

- ensures the provision of advice to the contingent of specialists from health, education, social protection, legal services and other specialists;

- conducts studies with specialists and social workers to clarify legislation on social issues;

- participates in the activities on creation of centers social assistance for families, shelters, youth, teenage and children's centers, clubs, working in conditions of day care and home care ;

- contributes to the solution of issues related to the provision of diverse assistance to contingent needing special social services;

- helps to create the necessary conditions for overcoming the need in special social services, socialization and integration of people in need and their families, protects their rights and interests in obtaining the necessary special social services;

- coordinates the provision of special social services to people in need, attracts the necessary specialists to the implementation of special social services;

- ensures the development and implementation of an individual work plan with recipients of special social services by an entity providing services in home care settings;

- conducts regular monitoring of services provided in the conditions of home care, maintains a database and submits reports in the prescribed manner;

- applies advanced national and international experience in the field of social protection;

- ensures compliance with the rules and regulations of labor protection, safety and fire protection.

41. Shall be obliged to know:

- Constitution of the Republic of Kazakhstan;

- Code on marriage and family;

- Social Code

- Law on languages;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

Law of the Republic of Kazakhstan “Concerning prevention of domestic violence”;

Law “On minimum social standards and their guarantees” (hereinafter referred to as the Law on minimum social standards);

Law on combating corruption;

basics of psychology, jurisprudence, political science, pedagogy;

socio-psychological aspects of assistance to persons in need of special social services;

basics of labor, housing, criminal, civil and pension legislation, the legal basis for the protection of motherhood and childhood;

rights of minors and pensioners;

the basis of social guarantees and benefits established for persons with disabilities, war and labor veterans;

advanced and international experience in social work;

ethical standards of the consultant's activity;

methods of providing psychological support;

methodological materials on issues of home care;

the main directions in the ongoing policy of social protection of the population;

domestic and foreign experience in social services fire safety regulations.

41. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as a specialist of the highest qualification level of the first category, at least 3 years;

the first category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as a specialist of the highest qualification level of the second category for at least 2 years;

the second category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education (social, pedagogical, medical) without presenting requirements for work experience.

Paragraph 3. Specialist in social work

43. Official duties:

Carries out his/her activities in organizations providing special social services in the conditions of temporary residence and residence for victims of domestic violence, victims of trafficking in persons, centers for the provision of special social services (hereinafter referred to as the CPSSS) in the field of provision of special social services;



interacts with specialists of bodies and organizations of social protection of the population , health care, education, organizations authorized to work with the elderly and persons with disabilities, including children with disabilities, victims of domestic violence, victims of trafficking in persons (hereinafter referred to as the ward);

coordinates the work on the development of an individual work plan and a journal / e-filing system, monitors their quality filling and execution, conducts a monthly monitoring of the identification of patients who require palliative care and nursing care;

analyzes the quality and types of services provided;

predicts the prospects for their development, the dynamics of those in need of social services;

renders assistance in keeping citizens in touch with relatives and friends, writing letters, drafting statements, familiarizing with printed publications;

develops proposals for the improvement of special social services;

provides methodological guidance and control over the activities of workers providing special social services and the quality of their provision;

promotes the attraction of persons providing charitable and sponsorship assistance for the provision of social assistance to the wards;

constantly improves his/her qualifications;

carries out the work analysis, provides high-quality maintenance of established documents , timely reporting (departmental and statistical);

ensures the implementation of the fire safety regulations.

44. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on marriage and family;

Social Code;

Law on languages;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

“Administrative procedure-procedural Code of the Republic of Kazakhstan”;

Law concerning prevention of domestic violence;

Law on combating corruption;

theory and practice of social work;

features of the psychology of the individual and certain categories of citizens;

fundamentals of psychology, pedagogy, gerontology, ethics;

program-methodical literature on social work;

systems of social guarantees and benefits established for persons with disabilities, war and labor veterans;

forms and methods of educational and social work;

specifics of working in a different social environment;

organization of social work, socio-psychological aspects of assistance to persons of retirement age and persons with disabilities, victims of domestic violence, victims of human trafficking;

domestic and international practice of providing social services;

specifics of life and family education;

Fire safety regulations.

45. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as a specialist of the highest qualification level of the first category for at least 3 years;

the first category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as a specialist of the highest qualification level of the second category for at least 2 years;

the second category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education (social, pedagogical, medical) without presenting requirements for work experience;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) (social, pedagogical, medical) education and work experience as a specialist of an average qualification level of the first category for at least 3 years;

the first category: technical and professional (secondary specialized, secondary vocational) (social, pedagogical, medical) and work experience as a specialist of an average qualification level of the second category for at least 2 years;

the second category: technical and professional (secondary specialized, secondary vocational) (social, pedagogical, medical) and work experience as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational) (social, pedagogical, medical) without presenting requirements for work experience.

Paragraph 4. Occupational therapy instructor

46. Official duties:

attracts elderly and disabled people, victims of domestic violence, victims of trafficking in persons (hereinafter referred to as the ward) to feasible work;

provides a condition that allows the involvement of the ward in occupational therapy under the supervision of the attending physician in order to rehabilitate their physical and mental condition;

organizes the work on equipping medical and labour workshops with equipment, materials, tools, technical means, visual aids, responsible for their safety and rational use;

carries out or organizes the adjustment and repair of equipment, tools, hardware, devices and monitors their work;

ensures compliance by the persons under wardship with the occupational health and safety regulations, provides them with the first aid;

maintains proper planning, accounting and reporting documentation.

47. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

basics of labor legislation;

Fire safety regulations.

48. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education and work experience as an instructor of the highest qualification level of the first category for at least 3 years;

the first category: higher (or postgraduate) education and work experience as an instructor of the highest qualification level of the second category for at least 2 years;

the second category: higher (or postgraduate) education and work experience as an instructor of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education without presenting requirements for work experience;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education and work experience as an instructor of an average qualification level of the first category for at least 4 years;

the first category: technical and vocational (secondary specialized, secondary vocational) education and work experience as an instructor of an average qualification level of the second category for at least 3 years;

the second category: technical and vocational (secondary special, secondary vocational) education and work experience as an instructor of medium qualification without a category for at least 2 years;

without a category: technical and vocational (secondary specialized, secondary vocational ) education and work experience in the specialty for at least 1 year.

Paragraph 5. Swimming instructor

49. Official duties:

conducts individual lessons for the elderly and persons with disabilities (hereinafter referred to as the ward) in swimming (hydrokinesitherapy) in the pool in compliance with the conditions established by the safety regulations;

contributes to the achievement of positive changes in the physical and psychosocial status of the ward, applying individually selected exercises, methodological techniques and therapeutic swimming regimens, swimming techniques under the supervision of the attending physician and the use of the therapeutic method of hydrokinesitherapy;

maintains proper documentation and reporting;

strictly observes the rules of conduct in the pool and controls their observance by the ward

;

verify the condition of the pool bottom to the beginning of work, availability of the necessary equipment to start a class and after work completes it performs a daily round of the pool;

ensures the proper condition of the first-aid kit and the provision of emergency first aid when necessary;

complies with the requirements of labour protection, safety, health, fire safety.

50. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

Law of the Republic of Kazakhstan “On physical culture and sports”;

fundamentals of age physiology and anatomy, therapeutic methods of hydrokinesitherapy;

the main mechanisms of action of hydrocolonotherapy on the human body;

methods of comprehensive rehabilitation of the ward, including medical, psychotherapeutic, pedagogical ones;

fundamentals of the theory of the therapeutic and prophylactic effect of exercise; rules for safe practice;

first aid methods;

therapeutic swimming methods;

basics of labour law;

Fire safety regulations.

51. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as an instructor of the highest qualification level of the first category for at least 3 years, the ability to swim;

the first category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as an instructor of the highest qualification level of the second category for at least 2 years, the ability to swim;

second category: higher (or postgraduate) education (social, pedagogical, medical) and work experience as an instructor of the highest qualification level without a category for at least 1 year, ability to swim;

without a category: higher (or postgraduate) education (social, pedagogical, medical) without presenting requirements for work experience, ability to swim;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education (social, pedagogical, medical) and work experience as an instructor of an average qualification level of the first category for at least 4 years, the ability to swim;

the first category: technical and vocational (secondary specialized, secondary vocational) education (social, pedagogical, medical) and work experience as an instructor of an average qualification level of the second category for at least 3 years, the ability to swim;

second category: technical and vocational (secondary specialized, secondary vocational) education (social, pedagogical, medical) and work experience as an instructor of an average qualification level without a category for at least 2 years, the ability to swim;

without a category: technical and vocational (secondary specialized, secondary vocational) education (social, pedagogical, medical) and work experience in the specialty for at least 1 year, ability to swim.

Paragraph 6. Social work consultant of the employment center

52. Official duties:

accepts applications from citizens and documents for the assignment of targeted social assistance, conducts interviews with applicants who apply for the assignment of targeted social assistance;

accompanies the person (family) during the implementation of the social contract by conducting an interview, assisting in filling out the necessary documents, finding a job, and fulfilling the obligations under the social contract;

monitors and compiles a progress report;

provides interaction with specialists of bodies and organizations of social protection of the population, health care, education, organizations authorized to work with persons needing targeted social assistance;

renders advisory services to applicants who have applied to the employment center for the purpose of assigning targeted social assistance in matters of employment, social protection, rehabilitation of the disabled, and provision of special social services;

contributes to the solution of the issues related to the provision of diverse assistance to contingent in a difficult life situation, as well as the creation of necessary conditions for overcoming a difficult life situation, socialization and integration of people in need and their families, protection of their rights and interests in obtaining the necessary measures of social support; coordinates the activities of providing social assistance to persons in need and the work of assistants;

ensures timely submission for consideration by the district (city) commission on employment issues of submitted documents of the applicant who applied for the appointment of targeted social assistance, in case of the need of his/her and / or his/her family members in

measures to promote employment and (or) social adaptation, the decision to provide which is beyond the competence of the employment center and the authorized body;

ensures the timely formation of paper and electronic layouts of cases of applicants who applied for the appointment of targeted social assistance; determines the monthly amount of targeted social assistance for each family member;

together with the applicants who applied for the assignment of targeted social assistance, and their family members, develops an individual plan for family assistance;

timely sends the applicant's adopted documents, the draft decision on the assignment of targeted social assistance and the social contract signed by the parties to the authorized body;

executes requests in cases submitted for the purpose of targeted social assistance;

participates in information and explanatory work among the population on the legislation issues concerning targeted social assistance and in the field of employment;

examines the best practices of regional employment centers;

ensures cooperation with employers on issues of employment and obtaining from them information about vacancies;

responds to letters, complaints and appeals of individuals and legal entities;

visits self-employed, unemployed and low-income citizens at home and draws up an inspection report on housing and material conditions;

participates in the development of the work plan of the unit;

conducts the primary reception of persons who applied to the center of employment of the population, registers them in the database of the automated information system and issues certificates in the prescribed manner;

makes proposals for improving the work of the unit;

ensures the implementation of fire safety rules.

53. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

main provisions of civil and labor legislation;

demographic situation, specificity of the socio-economic development of the region (city, district);

prospects of structural changes in organizations of the region (city, district);

main trends and directions of development of the regional labor market;

theory and practice of social work;

specifics of personality psychology and certain categories of citizens;

fundamentals of psychology, pedagogy, gerontology, ethics;

socio-psychological aspects of assistance to persons needing targeted social assistance;

domestic and international practice of provision of social services;

rules and regulations of labor protection, occupational safety and fire safety.

54. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education and work experience in the system of employment and (or) social protection of the population as a specialist of the highest qualification level of the first category for at least 3 years;

the first category: higher (or postgraduate) education and work experience in the system of employment and (or) social protection of the population as a specialist of the highest qualification level of the second category for at least 2 years;

the second category: higher (or postgraduate) education and work experience in the system of employment and (or) social protection of the population as a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education with no work experience requirements;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the system of employment and (or) social protection of the population as a specialist of an average qualification level of the first category for at least 3 years;

the first category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the system of employment and (or) social protection of the population as a specialist of an average qualification level of the second category for at least 2 years;

the second category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the system of employment and (or) social protection of the population as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational) education, without presenting requirements for work experience in the specialty.

Paragraph 7. Specialist of a structural unit (department, sector, group) of the employment center:

49. Official duties:

forms a databank of specialists of various profiles from among self-employed, unemployed and low-income citizens who applied to the career center (hereinafter referred to as the Center), searches for vacancies and assists in the employment of they applicants;

participates in information and explanatory work among the population and employers on the issues of legislation in the field of employment of the population;

studies the best practices of regional Centers;

provides counseling services to job seekers, the unemployed, low-income individuals and employers;

provides adjustment services and psychological support to potential participants in active measures for promoting employment;

ensures cooperation with employers concerning the employment issues and obtaining from them the information about vacancies;

carries out the generalization and analysis of the work done;

considers received correspondence, appeals of individuals and legal entities;

conducts work with employers in order to identify vacancies and assist in the employment of job seekers and the unemployed;

carries out the work on the organization and conduct of job fairs;

participates in the development of the work plan of the unit;

accepts persons who apply to the Center;

clarifies the purpose of the applicants, the reason for unemployment, informs them about the possibility of participating in active measures for promoting employment, determines the degree of need for state support;

renders priority employment assistance to applicants from target groups of the population;

makes proposals for improving the work of the unit;

keeps records of persons referred to vocational training, public works, social workplaces, youth practice and others;

sends applicants in accordance with their work experience and professional qualifications to employers if they have vacancies;

in case of impossibility of employment, offers participation in active measures for promoting employment;

concludes social contracts with participants of active measures for promoting employment, monitors the fulfilment of obligations assumed under them;

carries out the work on the selection for employers of the specialists they need from among those who applied;

draws up the relevant documentation: directions for employment and active measures for promoting employment;

carries out the development of measures for the implementation of active measures for promoting employment, analysis and forecasting of the regional labour market;

monitors the implementation of active measures for promoting employment at the district (city) level, provides analytical and statistical information to local executive bodies in a timely manner;

ensures compliance with the rules and regulations of labor protection, safety and fire safety.

56. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

regulatory legal acts regulating the issues in the field of employment;



main provisions of civil and labor legislation;  
procedure for the development of prospect and annual plans;  
demographic situation, specificity of the socio-economic development of the region (city, district);

prospects of structural changes in organizations of the region (city, district);  
main trends and directions of development of the regional labor market;  
procedure for the development of active measures for promoting employment;  
evaluation of the effectiveness of active measures for promoting employment;  
Fire safety regulations.

#### 57. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education and work experience in the employment system as a specialist of the highest qualification level of the first category for at least 3 years;

the first category: higher (or postgraduate) education and work experience in the field of employment in the position of a specialist of the highest qualification level of the second category for at least 2 years;

the second category: higher (or postgraduate) education and work experience in the field of employment in the position of a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education with no work experience requirements;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the field of employment in the position of a specialist of an average qualification level of the first category for at least 3 years;

the first category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the field of employment in the position of a specialist of an average qualification level of the second category for at least 2 years;

the second category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the field of employment as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational ) education, without presenting requirements for work experience in the specialty.

Paragraph 8. Specialist of a structural unit (department, sector, group) of a labor mobility center:

#### 58. Official duties:

forms a databank of specialists of various profiles from among self-employed, unemployed and low-income citizens who applied to the labor mobility center (hereinafter

referred to as the Center), searches for vacancies and assists in the employment of those who apply;

participates in information and explanatory work among the population and employers on the issues of legislation in the field of employment of the population;

studies the best practices of regional Centers;

analyzes, forecasts the demand and supply of labor, informs the population, local executive bodies and the Center for the Development of Labor Resources about the state of the labor market in the region, cities of republican significance and the capital;

keeps records of the creation of jobs within the framework of national projects, development plans for the region, the city of republican significance, the capital, the regional employment map of the region, the city of republican significance, the capital;

keeps a record of vacancies posted by employers on the Electronic Labor Exchange on current vacancies and the forecast of jobs created in projects implemented within the framework of national projects and plans for the development of the region, the city of republican significance and the capital, as well as private sector initiatives;

registers applicants as job seekers and unemployed;

interacts with employers to create special jobs for the employment of persons with disabilities;

provides counseling services to job seekers, the unemployed, low-income citizens and employers;

provides adaptation services and psychological support to potential participants in active employment promotion measures;

ensures cooperation with employers on employment issues and obtaining information from them about vacancies;

generalizes and analyzes the work performed;

considers incoming correspondence, appeals of individuals and legal entities;

works with employers in order to identify vacancies and assist job seekers and the unemployed in finding jobs;

organizes and conducts job fairs;

participates in the development of the work plan of the unit;

conducts a reception of persons who applied to the Center;

finds out the purpose of the applicants, the reason for unemployment, informs them about the possibility of participating in active measures to promote employment, determines the degree of need for state support;

provides priority assistance in finding employment to applicants from target population groups;

makes proposals to improve the work of the unit;

keeps a record of persons sent to vocational training, public works, social jobs, youth practice and more;

sends applicants in accordance with their work experience, professional qualifications to employers if they have vacancies;

in case of impossibility of employment, offers participation in active measures to promote employment;

enters into social contracts with participants in active measures to promote employment, monitors the fulfillment of obligations assumed under them;

carries out work on the selection for employers of the specialists they need from among the applicants;

draws up relevant documentation: referrals for employment and active measures for promoting employment;

develops measures to implement active measures for promoting employment, analyzes and forecasts the regional labor market;

monitors the implementation of active measures for promoting employment, provides local executive bodies with analytical and statistical information in a timely manner;

ensures compliance with the rules and regulations of labor protection, safety and fire safety.

59. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

regulatory legal acts regulating the issues in the field of employment;

main provisions of civil and labor legislation;

procedure for the development of prospect and annual plans;

demographic situation, specificity of the socio-economic development of the region (city, district);

prospects of structural changes in organizations of the region (city, district);

main trends and directions of development of the regional labor market;

procedure for the development of active measures for promoting employment;

evaluation of the effectiveness of active measures for promoting employment;

Fire safety regulations.

60. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education and work experience in the employment system as a specialist of the highest qualification level of the first category for at least 3 years;

the first category: higher (or postgraduate) education and work experience in the field of employment in the position of a specialist of the highest qualification level of the second category for at least 2 years;

the second category: higher (or postgraduate) education and work experience in the field of employment in the position of a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education with no work experience requirements;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the field of employment in the position of a specialist of an average qualification level of the first category for at least 3 years;

the first category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the field of employment in the position of a specialist of an average qualification level of the second category for at least 2 years;

the second category: technical and vocational (secondary specialized, secondary vocational) education and work experience in the field of employment as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational) education, without presenting requirements for work experience in the specialty.

Paragraph 9. Methodologist of a center for the provision of special social services

61. Official duties:

organizes educational activities of children's centers for the provision of special social services (hereinafter referred to as the CPSSS), develops a schedule of group and individual classes, unified thematic planning, work schedule, plans for open classes, seminars for raising the professional level of personnel providing social and psychological socio-pedagogical, socio-labour and socio-cultural services, shares practical and methodical experience, necessary knowledge and skills to personnel that provide services;

regularly conducts monitoring of educational and correctional, habilitation, rehabilitation activities, the dynamics of the development of children with disabilities (development of self-service skills, social and living and work orientation, sensory, motor, cognitive functions) ;

creates an interdisciplinary medical-pedagogical commission from the staff for a comprehensive survey and determine the level of social, intellectual, motor development of disabled children and determine the possibilities of their correction, socialization, habilitation and rehabilitation, takes part in the development of individual work plans;

holds meetings with previously planned topics;

creates and replenishes the methodological base (library, lekotek);

carries out his/her activities in close contact with the specialists of bodies and organizations of social protection of the population, health care, education (special education) ;

provides counselling services to parents of children with disabilities;

- develops documentation on the dynamics of the child's development;
- keeps logs of front and individual occupations;
- provides equipment of a methodical study with equipment, visual aids;
- maintains established documentation and reporting;
- organizes the work on the observance of the rules of sanitary and hygienic regime, labour protection and safety in workshops and at work;
- ensures timely submission of established reporting documentation.

62. Shall be obliged to know:

- Constitution of the Republic of Kazakhstan;
- Code on public health and healthcare system;
- Code on marriage and family;
- Social Code;
- Law on languages;

- Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

- Law on the rights of a child;
- Law concerning prevention of domestic violence;
- Law on minimum social standards;
- Law on combating corruption;
- fundamentals of personality psychology, pedagogy, psycho-correction;
- socio-psychological aspects of assistance to persons in difficult life situations;
- requirements for the quality, volume and types of special social services;

- methods and techniques of organizing correctional and developmental, educational activities;

- fundamentals of special pedagogy, psychology, social work;
- best and international experience in the provision of social and educational services;
- Fire safety regulations.

63. Requirements for the qualification:

- specialist of the highest qualification level:

- the highest category: higher (or postgraduate) pedagogical education and work experience as a specialist of the highest qualification level of the first category for at least 3 years;

- the first category: higher (or postgraduate) pedagogical education and work experience as a specialist of the highest qualification level of the second category for at least 2 years;

- the second category: higher (or postgraduate) pedagogical education and work experience as a specialist of the highest qualification level without a category for at least 1 year;

- without a category: higher (or postgraduate) pedagogical education without requirements for work experience;

- specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) pedagogical education and work experience as a specialist of an average qualification level of the first category for at least 4 years;

the first category: technical and vocational (secondary specialized, secondary vocational) pedagogical education and work experience as a specialist of an average qualification level of the second category for at least 3 years;

the second category: technical and professional (secondary specialized, secondary vocational) pedagogical education and work experience as a specialist of an average qualification level without a category for at least 2 years;

without a category: technical and vocational (secondary specialized, secondary vocational) pedagogical education and work experience in the specialty for at least 1 year.

Paragraph 10. Instructor-methodologist for reittherapy (hippotherapy)

64. Official duties:

conducts individual lessons for children with disabilities (hereinafter referred to as the patients) in therapeutic riding (in reittherapy (hippotherapy) in rooms (arena) or in the open air (parade-ground), where the conditions established by safety regulations are fully observed; provides monitoring of patients at all stages of reittherapy;

strictly complies with safety rules and requires compliance with the grooms and the patient's parents;

ensures the safety of their patients with professionally performed insurance;

contributes to the achievement of positive changes in the physical and psychosocial status of patients, applying for each of them individually selected exercises, teaching methods and modes of therapeutic riding;

checks the readiness of the horse and the breeder to start work, the availability of the necessary equipment to start training;

monitors the dynamics of the psychophysical parameters of the persons under their wardship, leading a special questionnaire adopted in the medical and medical institution;

carries out the work with the questionnaires under the supervision and with the help of a doctor who helps to evaluate the results obtained and, if necessary, makes adjustments to the mode of therapeutic riding;

compiles daily individual lesson plans for each patient, keeps a diary about the work done (daily);

assesses the patient's state of health, his/her willingness to bear the load of therapeutic riding, in cases of any deviations in the patient's condition, together with the medical professional, decides whether it is reasonable to conduct a therapeutic riding lesson with the patient;

during the classes manages the actions of the horse holder, giving short and clear commands;

conducts observation of the patient's behavior and condition, his/her mood during the classes, with signs of severe fatigue, makes changes to the intended plan, reducing or completely stopping the load (according to the advice of the health worker);

constantly improves his/her qualifications, improves his/her knowledge and skills in the field of riding;

actively participates in scientific and practical work on objective tracking of the effects of therapeutic riding in rehabilitation practice, in drawing up a bank of exercises;

verifies the compliance of the patient's clothes with the requirements of his/her safety, as well as the presence of a properly worn and buttoned safety helmet;

provides a safe situation for the patient to sit on the horse and sit down at the end of the session with the rider;

studies and analyzes foreign and domestic rehabilitation experience through hippotherapy; keeps accounting records;

ensures the proper condition of the first-aid kit and the provision of emergency first aid when necessary;

complies with the requirements of labour protection, safety, health, fire safety.

65. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Code on public health and healthcare system;

Social Code;

Law on the rights of a child;

Law of the Republic of Kazakhstan “On Education” (hereinafter referred to as the Law on education);

Law on physical culture and sports;

fundamentals of pedagogy, psychology, age physiology and anatomy; basics of hippotherapy theory; the main mechanisms of the effect of hippotherapy on the human body (the patient);

methods of complex rehabilitation of patients, including medical, psychotherapeutic, pedagogical;

a combination of physical and mental properties and relationships with the environment;

fundamentals of the theory of the therapeutic and prophylactic effect of exercise;

types of diseases and methods of treatment using hippotherapy;

features of the impact of physical activity on the patient;

the behavior of the animal;

rules for safe practice;

first aid methods;

foreign and domestic experience of rehabilitation through hippotherapy;

studies and analyzes existing foreign and domestic rehabilitation experience through hippotherapy;

riding techniques;  
fundamentals of economics, labor law;  
Fire safety regulations.

66. Requirements for the qualification:

higher (or postgraduate) (physical education, medical, pedagogical) education or specialized secondary education in the specialties "Physical Culture and Sport", "Veterinary Medicine" and additional training in physiotherapy exercises and hippotherapy without presenting requirements for work experience. Only persons who have been trained in spotting method during therapeutic riding and who have appropriate certification shall be allowed to work on the rehabilitation of disabled children using therapeutic riding;

**Chapter 3. Standard qualification characteristics for the positions of other employees of organizations of social protection and employment of the population**

Paragraph 1. Assistant of the employment center

67. Official duties:

informs the population, including on-site visits to rural areas, about possible options for leaving the category of those needing targeted social assistance;

accepts applications from citizens and documents for the assignment of targeted social assistance, conducts, in coordination with the authorized body and akim of a city of district significance, village, village, rural district, interviews with applicants who have applied for the assignment of targeted social assistance;

accompanies the person (family) during the implementation of the social contract by conducting an interview, assisting in filling out the necessary documents, finding a job, and fulfilling the obligations under the social contract;

provides advisory services to applicants who have applied to the akim of a city of district importance, village, village, rural district for the assignment of targeted social assistance, on the issues of employment of the population, social protection, rehabilitation of persons with disabilities, the provision of special social services;

contributes to the solution of issues related to the provision of diverse assistance to contingent in a difficult life situation, as well as the creation of necessary conditions for overcoming a difficult life situation, socialization and integration of people in need and their families, protection of their rights and interests in obtaining the necessary measures of social support;

ensures the timely formation of paper mockups of cases of applicants who applied for the assignment of targeted social assistance, and the transfer to the district commissions to conduct a survey of the material condition of the applicants;

participates in the composition of the district commission in the examination of the material situation of the applicants who applied for the assignment of targeted social assistance;



together with the applicants who applied for the assignment of targeted social assistance, and their family members, develops an individual plan for family assistance;  
timely sends the accepted documents of the applicant to the employment center;  
monitors the fulfillment of the terms of the social contract, visits to the family and marks the fulfillment of the obligations provided for therein;  
ensures the timely submission of the social contract support report;  
participates in information-explanatory work among the population on the legislation on targeted social assistance and legislation in the field of employment of the population;  
responds to letters, complaints and appeals of individuals and legal entities;  
participates in the development of the work plan of the unit;  
makes proposals for improving the work of the unit;  
ensures the implementation of fire safety rules.

68. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

main provisions of civil and labor legislation; demographic situation, specificity of the socio-economic development of the region (city, district);

theory and practice of social work;

specifics of personality psychology and certain categories of citizens;

fundamentals of psychology, pedagogy, gerontology, ethics;

socio-psychological aspects of assistance to persons needing targeted social assistance;

domestic and international practice of provision of social services;

Fire safety regulations.

69. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education and work experience as a specialist of the highest qualification level of the first category for at least 2 years;

the first category: higher (or postgraduate) education and work experience as a specialist of the highest qualification level of the second category for at least 1 year;

the second category: higher (or postgraduate) education and work experience as a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education with no work experience requirements;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education and work experience as a specialist of an average qualification level of the first category for at least 2 years;

the first category: technical and vocational (secondary specialized, secondary vocational) education and work experience as a specialist of an average qualification level of the second category for at least 1 year;

the second category: technical and vocational (secondary specialized, secondary vocational) education and work experience as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational) education without presenting requirements for work experience.

Paragraph 2. Social worker for the care of the elderly and persons with disabilities

70. Official duties:

carries out his/her activities in accordance with the Regulations on the Department for Social Assistance at Home;

performs the work on a schedule (plan) approved by the head of the department;

identifies single elderly and disabled citizens living in the service area and in need of assistance;

provides serviced citizens with food, hot meals, industrial and household essential goods, medicines according to doctor's prescriptions;

assists in cleaning of residential premises, heats furnaces (in rooms without central heating), hands over and delivers things to the laundry, dry cleaning, pays for services, including utilities;

if necessary, assists in the repair of residential premises, fuel supply;

renders first aid: measures the temperature, imposes mustard plasters, warming compresses, makes a call to the doctor at home, as well as first aid in emergency cases;

accompanies citizens served in the organization of health care;

fulfils requests of serviced citizens related to correspondence with relatives, friends;

establishes a connection with the work collectives where the veteran previously worked, explains the legislation on social issues and carries out their assignments;

assists in the provision of the necessary types of social assistance by the serviced citizens, including medical, prosthetic and orthopedic.

71. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

basic principles on the organization of social and welfare services for lonely disabled citizens;

psychological and physiological features of the elderly;

the organization of public services;

sanitary and hygienic requirements for the care of aged and disabled citizens at home;

receptions of rendering the urgent pre-medical help;

basics of labor law;

Fire safety regulations.

## 72. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level of the first category for at least 2 years;

the first category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level of the second category for at least 1 year;

the second category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) without requirements for work experience;

specialist of average qualification level:

the highest category: technical and vocational (secondary specialized, secondary vocational) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of an average qualification level of the first category for at least 2 years;

the first category: technical and vocational (secondary specialized, secondary vocational) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of an average qualification level of the second category for at least 1 year;

the second category: technical and vocational (secondary specialized, secondary vocational) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational) education (social, economic, psychological, pedagogical, medical) or basic secondary education and a certificate in social training.

## Paragraph 3. Medical registrar of medical and social examination

## 73. Official duties:

verifies the completeness and validity of documents accepted from applicants;

accepts the application and documents for carrying out medical and social examination (hereinafter referred to as the MSE);

upon initial determination of disability, accepts applications and documents for the assignment of disability benefits, social benefits in case of disability;

provides:

sending electronic applications, including applications and documents, as well as information received from the information systems of state bodies and (or) organizations,

through the information system "Centralized data bank of persons with disabilities" to the office of the State Corporation "Government for Citizens";

- maintenance and keeping records for MSE;

- formation of an archive of the MSE acts;

- sending registers for transferring (sending) extracts from a certificate of disability and an act of the MSE, extracts from a certificate of the degree of loss of general working capacity to the authorities that assign and pay social benefits.

74. Shall be obliged to know:

- Constitution of the Republic of Kazakhstan;

- Social Code;

- Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

- Rules for conducting medical and social examination, approved by the authorized state body in accordance with item twenty-two of subparagraph 5) of Article 12 of the Code;

- Standards of the provision of special social services in the field of social protection of the population, approved by the authorize state body in accordance with item five of subparagraph 5) of Article 12 of the Social Code of the Republic of Kazakhstan;

- Forms of documents, generated when conducting medical and social examination, approved by the authorized state body in accordance with subparagraph 176) of paragraph 15 of the Resolution of the Government of the Republic of Kazakhstan dated February 18, 2017 No.81 "Certain issues of the Ministry of Labor and Social Protection of the Population of the Republic of Kazakhstan";

- regulatory legal acts in the field of social protection of persons with disabilities in the Republic of Kazakhstan.

75. Requirements for the qualification:

- specialist of the highest and average qualification level:

- technical and vocational (higher, secondary specialized, secondary vocational) (social, economic, psychological, pedagogical, medical) without presenting requirements for work experience.

Paragraph 4. Social worker for the care of children with disabilities and persons with disabilities over the age of 18 with psychoneurological diseases

76. Official duties:

- carries out his/her activities in accordance with the Regulations on the Department for Social Assistance at Home;

- performs the work on a schedule (plan) approved by the head of the department;

- identifies children with disabilities and persons with disabilities over the age of 18 with psychoneurological diseases (hereinafter referred to as the children and persons over the age of 18), living in the service area and in need of outside help;

provides training for children and persons over the age of 18 in self-service skills, behavior, self-control and communication;

organizes the leisure of a child and persons over the age of 18 (games, reading books, organization of library services, etc.);

conducts the work with parents and their family members on the implementation of rehabilitation measures and adaptation of the child and persons over the age of 18 in the family, visits the children and persons over the age of 18 served in the hospital (in case of hospitalization);

conducts training of the child's parents and persons over the age of 18 for practical skills of general care for a sick child and a person over 18 years old, methods and techniques promoting the development of the child and people over 18 years of age, motor and social skills;

attracts specialists to provide psychological assistance to children and persons over the age of 18 and parents;

assists in the preparation of documents for the establishment of guardianship, guardianship, assignment of benefits, placement to boarding houses or territorial centers;

assists in providing families with children and persons over the age of 18 from among the low-income ones, with targeted social assistance, other humanitarian aid at the expense of charitable foundations, sponsors, and sources not contradicting the law;

ensures interaction with educational institutions, health care, social services, organizations in order to most effectively provide services to clients;

analyzes the work, submits reports in a timely manner;

ensures the implementation of fire safety regulations.

77. Shall be obliged to know:

Constitution of the Republic of Kazakhstan;

Social Code;

Law on Social and Medical Pedagogical Correctional Assistance for Children with Disabilities;

Law on the rights of a child;

basic principles on the organization of social services for children and persons over the age of 18; the organization of public-utility services; sanitary and hygienic requirements for the care of children and a person over the age of 18 at home;

methods of rendering the emergency first aid; basics of labor law;

Fire safety regulations.

78. Requirements for the qualification:

specialist of the highest qualification level:

the highest category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level of the first category for at least 2 years;

the first category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level of the second category for at least 1 year;

the second category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) and work experience as a specialist of the highest qualification level without a category for at least 1 year;

without a category: higher (or postgraduate) education (social, economic, psychological, pedagogical, medical) without requirements for work experience;

specialist of average qualification level:

the highest category: technical and professional (special secondary, secondary vocational) (social, pedagogical, medical) and work experience as a specialist of an average qualification level of the first category for at least 2 years;

the first category: technical and professional (secondary special, secondary vocational) (social, pedagogical, medical) and work experience as a specialist of an average qualification level of the second category for at least 1 year;

the second category: technical and professional (secondary specialized, secondary vocational) (social, pedagogical, medical) and work experience as a specialist of an average qualification level without a category for at least 1 year;

without a category: technical and vocational (secondary specialized, secondary vocational) (social, pedagogical, medical) or basic secondary education and a certificate in social training.