

Personnel & Program as set up by R.

Director of Public Welfare Section - Mrs. V. R.

I. Social Work Division.

Area workers may be advisable over case type grouping. Situated in spot within reach of people a greater part of each day.

One person to act as asst. to head may be advisable.

II. Stenographic & Clerical Division.

Separate case records for case dictation. - Confidential files

Periodic check-up of master file may be necessary.

dependent upon case loads.

Training.

Suggested program for training of workers to include such as

a = Social work techniques

b = General psych. + common ^{mental} abnormalities.

c. = Dictation method.

Meetings for

a = Training.

b = Discussion of cases.

Community Service Division
Public Welfare Section

1. Examine mental health of community + make in terms of potential delinquency or potential mental disturbances.
- ✓ 2. Investigates possible causes of delinquency or recommends constructive action + attempts to redirect the activities + interests of the individual to more constructive living.
3. Investig. cases of potential mental breakdown =
Rehabilitate or
Refer to health center for correction or hospitalization
4. Alert to all potential causes of destruction of community morale +
Refer to proper individuals.
- ✓ 5. Maintains counseling service for juvenile delinquents.
- ✓ 6. Receives application for relief
Investigates same + recommends action to be taken.

Type of Problems.

Juvenile Delinquency.

1. Investigate cases.
2. Try to determine cause.
 - a. Health.
 - b. Finances.
 - c. Occupation mistfit
 - d. Need of recreation
 - e. Mentally incapacitated
3. Rehab activities.
4. Follow-up - Periodic Visits.
5. Maintain counseling services.

Sexual Relationships.

1. Investigate rumors.
 - a. Single girls + boys = Unwed mothers.
 - b. Married couple + single man
 - c. Married couple + single woman
 - d. Two married couples.
 - e. ~~Married~~ Widow + single man
 - f. Widower + single woman.
2. Suggest possible solutions taking into consideration
 - a. The ~~pe~~ individuals involved.
 - b. Children in family
 - c. General family background.

3. Coop. with hospital re: venereal diseases or contraceptive - use etc.

Relief : Excess Needs.

1. Types of needs.

a = Clothing.

b = Money for drugs + incidentals.

c = Fuel (if each family is to be given a set amount, an investig. to determine excess needs may be needed e.g. aged, ill + babies).

2. Investigate + recommend action.

Family Problems.

1. Type of ~~Problem~~ Cases.

a - Between Parents.

b. - " Parents + Children

c. .. Adult Children

d. .. In-laws. *

2. Try to determine Cause + Suggest Possible Solutions.

a. Training

b. Finances

c. Health: mental + physical

d. Standards of social conduct - i.e. = parental objections to dances, etc.

e. Occupation.

General Services (?)

1. Help single people write letters. ?

2. Property questions which will undoubtedly arise. = legal department ?

3. Students desiring release.

4. Requests to be released to join family in other Pdoc. Centres.

5. Requests to be released for jobs.

The Handicapped.

1. Mentally.

a = Dementia

b = Amnesia.

2. Physically.

a. = Crippled.

b. = Blind.

c. = Deaf

3. Program for Adult & Children -

e = Possible staff of workers for daily visits, etc. =