



The Department of Correctional Services

Seeks **QUALIFIED** applicants to fill the following position within the Rehabilitation Unit, Head Office (Kingston):

DIRECTOR OF REHABILITATION, PLANNING & PROGRAMMES (GMG/SEG 3)

Salary Rate: (\$2,246,451 - \$2,670,325) per annum and any allowance applicable to this post.

JOB PURPOSE:

Reporting to the Deputy Commissioner of Rehabilitation and Probation Aftercare Services, the Director is responsible for researching and planning appropriate rehabilitation programmes in keeping with international standard. The incumbent is required to oversee the effective implementation of monitoring in order to ensure satisfactory preparation of inmates and wards for release into their communities as peaceful, productive and law abiding citizens. The Director collaborates with the Community Services Division to facilitate the Department's team approach to rehabilitation at all levels.

KEY RESPONSIBILITIES:

The duties and responsibilities include, but are not limited to the following:

- Formulates and conducts regular reviews of policies, programmes and strategies to foster the rehabilitation of all wards/ inmates without posing a threat to society.
- Conducts research at the international level to obtain information or best practices that will enhance the programme planning process.
- Ensures that all inmates/ wards/remandees are risk assessed for assignment to a rehabilitation programme compatible to their literacy/ physical/psycho-social and other needs.
- Ensures the conducting of needs assessment for technical assistance and provides same on a continual basis to facilitate the expansion of skilled manpower and other resource needs by ensuring that treatment programmes are aligned to the Risk Assessment Ruberic.
- Collaborates with Superintendents to ensure the availability of manpower and its effective deployment across programme areas and identifies for training "special officers" assigned to the line programmes to the line programmes in the institutions for programme continuity.
- Facilitates the establishing of linkages with public agencies (schools, clinics, etc) with a view of providing services to these organizations as a rehabilitation exercise thereby productively engaging the inmate population.

- Oversees the forming and maintaining of a consultative group of professionals (Education Committee) external to the Department of Correctional Services to assist in monitoring and developing the academic programmes to foster continuity and growth.
- Analyses the inmate/ward population continuously with a view of developing new rehabilitation programmes/projects and ensuring timely implementations within cost by liaising with all stakeholders.
- Prepares and submits to the Deputy Commissioner on an annual basis, a Corporate and Operational Plan for the Rehabilitation Unit to guide the planning process of the unit.
- Develops Project Proposals for submission to local and international funding agencies seeking financial and other supports for rehabilitation programmes.
- Prepares Cabinet Submissions for the Department seeking programme/policy and other changes in order to aid the rehabilitation process of offenders.
- Oversees the Division contribution with the conducting of researches by stakeholders (e.g. National Council on Drug Abuse) among the inmate and ward population then use these results to guide the rehabilitation treatment process.
- Liaises with the Legal Officer on matters pertinent to the rehabilitation of offenders.
- Assists in the preparation of speeches for the Commissioner of Corrections, as requested, on matters pertaining to the Rehabilitation Process/ Rehabilitation of Offenders for presentation at public and to the media. (done by Commissioner).
- Makes presentations as requested to civic and other groups on issues pertaining to the Department of Correctional Services particularly the Rehabilitation of Offenders to inform of policies and programmes and their causes and effect.
- Ensures the protection of the creative work of inmates under the intellectual property Rights Act by registering their songs and other such expressions with Jamaica Intellectual Property office, to ensure that they benefit financially for their efforts.
- Represents the Rehabilitation Unit in the annual Technical and Administrative Inspection exercise of offices and institutions to ensure compliance to established standards
- Conducts annual performance evaluation on all members of the Rehabilitation Unit to assess their performance levels.
- Conducts training among staff members and address deficiencies through training both at the unit and departmental levels.
- Assists with the induction/in-service training of Correctional Officers and Probation After-care Officers in areas pertinent to the Rehabilitation of Offenders to ensure their full understanding of the programmes and process involved.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

- Knowledge of sociological factors that influence criminal behaviour.
- Knowledge of Psychological evaluation group dynamics and psycho-educational intervention.
- Knowledge presentation, oral and written communication skills.
- Good problem solving skills and strength of character.
- Proficiency in the use of relevant computer applications.
- Good leadership and interpersonal skills.
- Ability to lead and work in teams.
- Proficiency in the use of relevant computer applications.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- B.SC. Criminology/Social Work/Administrative/Sociology.
- Eight (8) years' experience in middle management
- Three (3) years' experience in Project Management/ Education
- Computer Literate
- Holder of a valid driver's license and the owner of a reliable motor vehicle.

Applications accompanied by resume should be submitted **no later than Monday, April 30, 2018 to:**

**Senior Director, HRM & Administration
Department of Correctional Services
5-7 King Street, Kingston
or
Email: hrm@dcs.gov.jm**

NB: Only shortlisted applicants will be contacted.