



The Department of Correctional Services

Seeks **QUALIFIED** applicants to fill the position of Housemother (SWG/SWA 1) at the South Camp Juvenile Remand Centre and Metcalfe Street Secure Juvenile Centre.

HOUSEMOTHER (SWG/SWA 1)

JOB PURPOSE:

Reporting to the Senior Housemother, the incumbent is responsible for the general day to day activities related to the care and welfare of the Wards in keeping with the Departments' rules and regulations.

KEY RESPONSIBILITIES:

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

- Arranges for and supervises the preparation and consumption of all meals served to Wards;
- Instils the discipline of good table manners and proper eating habits as part of Wards social development;
- Supervises the Wards in assisting with the clearing and tidying of the dining area after each meal;
- Arranges for the appropriate receipt, dispatch and laundering of Wards clothing and bedding;
- Ensures that appropriate identification marks for Wards' clothing are affixed and maintained;
- Ensures repairs to all clothing and bedding items;
- Prepares roster for Wards assignment to assist with laundry and other activities/duties;
- Ensures that proper personal hygiene is practiced by Wards by conducting spot checks;
- Ensures the general cleanliness and tidiness of the dormitories and adjacent areas, such as recreational areas and staff room;
- Provides strong leadership that will promote an atmosphere of 'family' acceptance of each individual and emotional well-being within the Institution;

- Counsels and empowers Wards into acquiring socially acceptable behavior pattern, and an appreciation of formal education and skills training opportunities;
- Works closely with Social Workers/Welfare Case Managers to achieve favourable outcomes in the social intervention process;
- Consults with Senior House Mother on all health related matters and ensures that these are treated promptly;
- Prepares Wards for church attendance or any social activities away from the facility;
- Reports any malfunctioning equipment or infrastructural defects within related work areas;
- Reports to Senior House Mother any acts of indiscipline or breach of the security code;
- Works closely with other staff members in maintaining good discipline and decorum;
- Presents verbal and written progress reports on all aspects of Wards activities.

PERFORMANCE STANDARDS:

- Wards are safe and hygienic standards maintained in keeping with established guidelines;
- Physical and emotional needs of Wards are met within established timeframe and in keeping with required standards;
- Reports submitted in keeping with required timeframe;
- All breaches reported and addressed in a timely manner.

REQUIRED KNOWLEDGE, SKILLS & COMPETENCIES:

Core Competencies:

- Excellent oral and written communication skills;
- Excellent interpersonal skills;
- Excellent leadership skills;
- Good role model;
- Excellent demonstration of initiative, tact and judgment.

Functional Competencies:

- Knowledge of Corrections and Child Care and Protection Acts;
- Excellent management skills;
- Excellent knowledge of the growth and development of the adolescent;
- Desire to work with young people.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:

- Diploma/Certificate in Social Work or Child Development or other behavioural Science from a recognized Institution;
- Two (2) years' experience in a related field.

SALARY

✓ Housemother 1 (Diploma/Certificate) = \$ 568,417.00 - \$ 675,669.00

Applications accompanied by resume should be submitted no later than Wednesday, September 19, 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.