



## DEPARTMENT OF CORRECTIONAL SERVICES

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### CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **HOUSEMOTHER (SWG/SWA 1)** in the Juvenile Services Branch, Custodial Services Division with salary ranging from **\$1,711,060 – \$2,301,186 per annum**.

#### **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**

##### **Technical/Professional Responsibilities:**

- 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;
- Assist 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;
- Oversees all the washing and ironing conducted by the wards;
- Ensures repairs to all clothing and bedding items are completed;
- Ensures the general cleanliness and tidiness of the dormitories and adjacent areas, such as recreational areas and staff room;
- 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 to the Senior Housemother;
- Reports to Senior House Mother any acts of indiscipline or breach of the security code;
- Presents verbal and written progress reports on all aspects of Wards activities.

##### **Other Responsibilities:**

- Any other assigned duties not specifically outlined within the job description but are within the capacity, qualifications and experience normally expected from a person occupying this position.

#### **REQUIRED KNOWLEDGE, SKILLS AND 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;
- Good oral and written communication skills;
- Good interpersonal and people management skills.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Two to three (2-3) CSEC or GCE O' level subjects with in-service training in areas of nutrition, communications, and human relations.

**TRAINING**

- Formal training in social work methods and techniques and/or training in Institutional Management or para-professional training.

**SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- May be required to work beyond the normal working hours.
  - May be required to work on weekends and public holidays.
  - Exposure to high-risk environment within Correctional Facilities and their environs.
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Kindly submit cover letter and resume no later than **Friday, November 15, 2024** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
5-7 King Street,  
Kingston**

**The Department of Correctional Services thanks all applicants for their interest, but only those shortlisted will be contacted.**