



DEPARTMENT OF CORRECTIONAL SERVICES

CAREER OPPORTUNITY

The Department of Correctional Services (DCS) is seeking to recruit suitably a qualified person to fill the vacant position of **SENIOR HOUSEMOTHER (SWG/SWA 2)** in the Juvenile Services Branch, Custodial Services Division with salary ranging from **\$2,190,302 – \$2,945,712 per annum.**

JOB PURPOSE

Reporting to the Assistant Superintendent, the Senior Housemother will be directly responsible for the supervision of day-to-day activities related to the wards welfare as well as ensuring the general hygiene and safety of the environment. The incumbent has responsibility for the planning of menus to ensure that wards are provided with a balanced diet.

KEY RESPONSIBILITIES

Managerial/Administrative Responsibilities:

- Provides strong leadership that will promote an atmosphere of 'family' acceptance of each individual and emotional well-being within the Institution;
- Reviews existing policies and procedures, recommends changes and enhancements to improve operational effectiveness of services in collaboration with the Assistant Superintendent;
- Participates in the preparation of the individual work plans.

Technical/Professional Responsibilities:

- Ensures that proper personal hygiene is practiced by Wards by conducting spot checks;
- Presents verbal and written progress reports on all aspects of Wards activities;
- Prepares requisition requesting all food items from the Procurement Branch;
- Seeing to the proper preparation of meals;
- Distributes all detergent and other cleaning agents to all designated areas and individuals;
- Reports to the Superintendent/Assistant Superintendent any matter requiring urgent attention;
- Assists in the preparation of all meals for the wards;
- Shops for items needed in area of supervision (i.e. going to the market, buying article for sewing etc.);
- Prepares roster for Wards assignment to assist with laundry and other activities/duties;
- Counsels and empowers Wards into acquiring socially acceptable behaviour pattern, and an appreciation of formal education and skills training opportunities;
- Works closely with Social Workers/Welfare Case Managers to achieve favorable outcomes in the social intervention process;
- Acts as mediator to settle disputes between wards;
- Plans menus for the wards to ensure they receive a balanced and nutritious diet;
- Conducts weekly sessions with wards to educate them on general hygiene and bodily functions;
- Acts as substitute teacher as needed in the absence of classroom Teacher/Instructor;
- Oversees and guides the Housemother in administering first aid, dressings and medication to all wards requiring same.

Human Resource Management Responsibilities:

- Monitors and evaluates the performance of direct reports, prepares performance appraisals and recommends and /or attaining established personal and /or organizational goals;

- Participates in the recruitment of staff for the Unit and recommends transfers, promotion, termination and leave in accordance with established human resource policies and procedures;
- Provides leadership and guidance to direct report through effective planning delegation, communication, training, mentoring and coaching;
- Ensures the welfare and development needs of staff in the Unit are clearly identified and addressed;
- Establishes and maintains a system that fosters a culture of teamwork, employee empowerment and commitment to the sections and organization's goals.

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

- Five (5) CSEC Subjects and/or GCE O'level subjects;
- Diploma/Certificate in Social Work or Child Development or other behavioural science from a recognized institution;
- Certification in Supervisory Management (would be an asset);
- Three to four (3-4) years' experience in a related field.

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.

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.