



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 **WORK PROGRAMME COORDINATOR (GMG/SEG 1)** in the Rehabilitation Industries Branch, Rehabilitation and Probation Aftercare Division with salary ranging from **\$3,501,526 – \$4,709,163 per annum**.

JOB PURPOSE

Under the direction of the Operations Manager, the Work Programme Coordinator plans, administers, and directs the operation of the inmate external work programs.

KEY RESPONSIBILITIES

Technical/Professional Responsibilities:

- Plans and conducts external work program for inmates: Establishes contacts with employers and employment agencies and surveys newspapers and other sources to locate work opportunities for inmates;
- Confers with potential employers to communicate objectives of inmate external work program and to solicit cooperation in adapting work situations to inmates;
- Evaluates and selects program participants according to specified criteria and counsels and instructs selected inmates in matters such as vocational choices, job readiness, and job retention skills and behaviors;
- Confers with employer and visits work site to monitor progress of inmates and to determine support needed to meet employer requirements and fulfill program goals;
- Conducts training and plans training programs to maintain proficiency of inmates and Correctional Officers in skill areas and use of new methods and equipment to meet employers' needs;
- Counsels inmates to foster development of satisfactory job performance;
- Allocates inmates to job sites on basis of work load, space, and equipment available;
- Analyzes operating costs and prepares department budget;
- Recommends fees for manpower services provided.

REQUIRED KNOWLEDGE, SKILLS AND COMPETENCIES

- Proficient computer skills, Microsoft Office Suite (Word, PowerPoint, Outlook, and Excel);
- Good problem solving skills and strength of character;
- Good leadership and interpersonal skills;
- Ability to lead and work in teams;
- Goal-oriented, organized team player;
- Excellent verbal and written communication skills;
- Able to multi-task, prioritize, and manage time effectively.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Business, Administration, or related field;
- Three to five (3-5) years of previous experience in marketing or business development;

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Exposure to heightened security.
 - Work on weekends as needs.
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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.