



## 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 **REHABILITATION MANAGER (GMG/SEG 2)** in the Rehabilitation Branch, Rehabilitation and Probation Aftercare Division with salary ranging from **\$4,266,270 - \$5,737,658 per annum.**

#### **JOB PURPOSE**

The Rehabilitation Manager is responsible for coordinating, monitoring, assessing, and providing oversight to the rehabilitation process for inmates/wards in the adult and juvenile Correctional Centres. The incumbent will ensure that risk assessments are conducted, and rehabilitation plans are implemented effectively. The incumbent will work closely with key stakeholders and professionals ensuring that wards/inmates are provided with adequate professional help to foster behavior change and smooth re-integration into the community.

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

#### **KEY RESPONSIBILITIES**

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

- Ensures that individual case files are kept on each inmate/ward and routinely updated to reflect the nature of interactions with clients and professional stakeholders, outcome and further action to be taken;
- Arranges and conducts case conferences involving key participants of the department and other professionals;
- Assists in the preparation of the psychological or mental health assessment of client by obtaining background information such as physical and social factors that may have contributed to his/her situation;
- Prepares reports on clients who have been recommended to participate in any particular Rehabilitation Schemes/Conditional Release Programme;
- Ensures that inmate/wards are exposed to vocational training and education as per the sentence plan;
- Assists with the hosting of any particular event in the institution such as Family Day/Probation Day, Sports Day etc;
- Ensures that client risk levels are appropriately assessed and results in proper alignment to rehabilitation programmes;
- Provides direction for good case management practices to include evaluating the needs of clients, developing and implementing treatment plans and monitoring progress.

##### **Management/Administrative Responsibilities:**

- Guides the development of Operational and Work Plans;
- Prepares annual performance evaluation of direct reports;
- Conducts internal investigations as the need arise;
- Coordinates rehabilitation programmes;
- Ensures that all inmates/wards are treated fairly and humanely and that complaints are dealt with and resolved expeditiously;
- Prepares and submits on a timely basis monthly, quarterly and annual reports as requested by the Director of Rehabilitation Services.

##### **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**

- Knowledgeable in Human Growth and Development and the factors contributing to crime and violence;
- Knowledgeable in Project Management;
- Demonstrates an awareness and appreciation for Institutional Rules and Regulations, to grievance procedure;
- Good interpersonal and coordinating skills;
- Good oral and written communication skills;
- Good analytical decision-making and problem-solving skills;
- Good understanding of Criminal Justice System applicability of relevant Laws/Acts, Public and Other Regulations;
- Possess the ability to meet multiple demands from several professional and non-professional groups in a highly dynamic work environment;
- Possess good leadership skills;
- Proficient in Microsoft Office suite;
- Display high integrity;

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in Social Work/Sociology/Psychology from a recognized tertiary institution;
- Three (3) years related experience;
- A background in Education would be an asset.

**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 heightened security risk;
- May be required to travel island-wide.

---

Kindly submit cover letter and resume no later than **Friday, January 31, 2025** to:

**Senior Director, Human Resource Management and Administration  
Department of Correctional Services  
UDC Building, Block 4  
Shop 13-15  
12 Ocean Boulevard  
Kingston**

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