

Ministry of Social Development and Gender Affairs

JOB SPECIFICATION

Job Title: Deputy House Parent

Department: New Horizons Juvenile Rehabilitation Center

Location: Harris' Village

Salary Scale: K 10 - 21 \$2,043 - \$3,267 per month

JOB SUMMARY

- ❖ Provide support to the House Parent in the day-to-day management of residents of the Center, including deputizing for the House Parent in their absence.
- ❖ Provide both learning support assistance and behaviour management assistance in the classrooms or workshops and any other location where a resident is present, as required.
- ❖ Provide support and supervision of the residents in the classrooms, workshops and any other location where a resident is present.
- ❖ Execute the day-to-day functions in their assigned dormitories or unit to ensure the physical, emotional and social needs of the children are met.

EDUCATION AND EXPERIENCE:

- ❖ High School Graduation Certificate.
- ❖ Minimum of five (5) CXC/CSEC subjects of which Mathematics and English are compulsory.
- ❖ Experience with daily log keeping. (Essential)
- ❖ Previous experience providing supervision to juveniles in a community or institution setting. (Essential)
- ❖ Previous experience working in a secure setting. (Desirable)

SPECIFIC KNOWLEDGE REQUIRED:

- ❖ Excellent command of the English Language – written and spoken

- ❖ Normal working environment
- ❖ Will be required to sign and affirm the Oaths of Secrecy and Confidentiality
- ❖ Will be required to maintain regular, punctual attendance, consistent with regulations that govern civil servants
- ❖ Will be required to attend activities and programs on weekends and evening hours.
- ❖ May be required to work overtime/double shift depending on the weather and staff coverage.

JOB DESCRIPTION
REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To: House Parent (secondary)
Deputy Director (primary)

Nature of Supervision Received Directly:

- ❖ Review of work activities performed since the last reporting period.
- ❖ Review of protocols and guidelines to support the work of the Deputy House Parents and the wider care staff.
- ❖ Individual performance plan
- ❖ Challenges, successes, threats, opportunities.

Supervision Given to: Residents of the Centre

Nature of Supervision Given Directly: Compliance with the daily schedule

LIAISES WITH:

Internally: Residents
All staff at the New Horizons Center
Teachers and support stakeholders

Externally: Support stakeholders for the residents' care plans

DUTIES AND RESPONSIBILITIES:

- ❖ To support the House Parent in ensuring the security and safety policies of the Centre are adhered to as they relate to this role.

- ❖ To undertake an escort role for children attending any external appointment or meeting as required.
- ❖ To provide a supervisory role in family visits, including supporting Gate Staff in ensuring that the security policies of the Centre are adhered to.
- ❖ To provide supervision and assistance to the children in housekeeping, personal care, laundry and other activities of daily living.
- ❖ To contribute to the development and regular reviews of case records, initial and on-going care planning, risk assessments, behaviour management and reintegration plans.
- ❖ In coordination with the teacher or facilitator, to provide both learning support assistance and behaviour management assistance in the classrooms, workshops and other group activities as required.
- ❖ Where required, to assist community groups and/or external guest speakers to deliver relevant programmes at the Centre for the children.
- ❖ Delivering the objectives and targets of the organization, supporting the strategic planning process and the implementation of the Centre's Statutory Rules and Operating Manual in all aspects of delivery, including computerized and manual systems and the maintenance of relevant records.
- ❖ Fulfilling all other personnel requirements where appropriate, about organizational policies and procedures- particularly health and safety, equal opportunities, emergency evacuation, security, work standards and promotion of the organization's core values.
- ❖ Attend meetings, workshops, trainings and provide feedback to inform planning and decision-making of the Ministry
- ❖ Participation and attendance in staff meetings, training, and quality assurance activities.
- ❖ Assist with the Emergency Management responsibilities of the Centre and the wider Ministry.
- ❖ Other duties as assigned by NHRC Management Team or the Ministry of Social Development & Gender Affairs.

Authority To:

Issue sanctions and rewards to residents in accordance with the Rewards and Sanctions Policy of the Center

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

This document is a true and accurate description of the position.

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Incumbents

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Date

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Head of the Department

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Date