

Ministry of Social Development and Gender Affairs

JOB SPECIFICATION

We are seeking to employ individuals with a positive disposition, respect for authority and protocols and a commitment to the concept of second chances for juveniles in conflict with the law, to join NHRC Task Force team.

Job Title:	Task Force Officer
Department:	New Horizons Rehabilitation Center
Location:	Harris Village, St. Kitts
Salary Scale:	K10 \$2,043 p/m

JOB SUMMARY

- ❖ Provide direct care and constant supervision to the residents at the New Horizons Rehabilitation Center.
- ❖ Plays a vital role in ensuring personal and public safety of the residents, staff and visitors to the New Horizons Center.
- ❖ Provide security services (escorts, crowd control etc) at other offices of the Ministry and at requested activities organized by the Ministry.
- ❖ Ensuring the implementation of the New Horizons Rehabilitation Centre, Statutory Rules and Orders including the Operational Policies and procedures.
- ❖ Collaboration with the law enforcement departments to ensure the integrity of the Centre's security and safety is not compromised and the effective handling of major and critical incidents.

EDUCATION AND EXPERIENCE:

- ❖ High School Graduation Certificate.
- ❖ Five (5) CXC/CSEC passes with the compulsory subjects of English and Mathematics.

SPECIFIC KNOWLEDGE REQUIRED:

- ❖ Sound command of the English Language – written and spoken.
- ❖ Computer proficiency (MS Office – Word, Excel, Outlook; document sharing platforms)

- ❖ Knowledge must have:
 - Facility safety and security policies and procedures.
 - Safe handling methods of children, including authorized restraint techniques.
 - Facility transportation procedures.
 - To assess a threat or risk to an establishment
 - To effectively search a person or vehicle
 - Respond to critical or major incident.

SPECIALIZED TECHNIQUES/SKILLS:

- ❖ Prior military or security training is an asset.
- ❖ Training in de-escalation, hostage and crowd management, including safety and security protocols is an asset.
- ❖ Must secure and maintain a certification in First Aid, cardiopulmonary resuscitation (CPR), and authorized physical restraint technique within sixty (60) days of employment.
- ❖ Must have interpersonal skills to interact effectively with co-workers, the public, and hostile, irrational, or troubled juveniles.

WORKING HOURS:

Sunday to Saturday	8-to-12-hour work shift
	1 Hour Lunch Break

The shift system includes coverage for nights, weekends and public holidays.

PERFORMANCE REQUIREMENTS:

- ❖ Must have muscular strength, endurance, power, speed, agility, coordination, flexibility, balance, reaction time, and aerobic capacity.
- ❖ Must be able to see (with or without aids) a minimum distance of 150 feet in the daytime and nighttime.
- ❖ Must be able to hear pure tone thresholds not more than 45 dB at 3000 Hz and 55 dB at 4000 Hz are also required for each ear.
- ❖ Must be able to speak clearly to be understood by another person.
- ❖ Requirement to sit, walk, run, twist, kneel and climb.
- ❖ Requirement to utilize hand and eye coordination and manual dexterity necessary to operate duress alarms, two-way radios and restraints.
- ❖ Requirement to reach with hands and arms.

- ❖ Must be able to lift or move objects and people weighing up to seventy-five (75) pounds.

WORKING ENVIRONMENT:

- ❖ Will be required to swear or 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 additional hours beyond the traditional 40-hour work week.
- ❖ Will be subjected to routine personal searches and drug testing as required.

PRE- EMPLOYMENT SCREENING:

Prior to an invitation to attend an interview, each applicant **MUST** present proof of the following pre-employment screenings:

- a. Comprehensive Criminal background check through the Royal St. Christopher and Nevis Police Force
- b. Child Abuse Network Screening through the Department of Probation and Child Protection Services.
- c. Drug Test
- d. Basic physical health screening by medical practitioner.

RECRUITMENT PROCESS:

The recruitment process will include the following activities:

- ❖ Review of the Pre- Employment Screening documents.
- ❖ In person interview with a panel.
- ❖ Physical fitness test administered by the Ministry.

JOB DESCRIPTION
REPORTING AND ORGANIZATIONAL RELATIONSHIPS

Reports To: Assistant Deputy Director

Nature of Supervision Received Directly: Monthly

- ❖ Review of work activities performed since the last reporting period.
- ❖ Review of protocols and guidelines to support the work of the Task Force.

Supervision Given to: N/A

Nature of Supervision Given Directly: N/A

LIAISES WITH:

Internally: All staff at the New Horizons Center
Focal point for the office or event deployed to

Externally: All security and emergency agencies

DUTIES AND RESPONSIBILITIES:

- ❖ Establish and maintain order, safety, and security at the Center.
- ❖ Conduct body and property searches of all residents living, recreational and educational quarters, staff, and visitors to the Center, inclusive of vehicles.
- ❖ Conduct routine security patrols across the facility external and surrounding areas
- ❖ Supervise the daily activities and behaviour of the residents at the Center.
- ❖ Monitor the living conditions to ensure a clean, safe environment for the residents.
- ❖ Monitor the interactions and movement of residents, staff and visitors to the Center.
- ❖ Intercede in verbal and physical confrontations in accordance with protocols.
- ❖ Maintain authority and compliance with established protocols.
- ❖ Accompany and where required transport residents and staff to classrooms, cafeteria, visits, appointments, court hearings within the facility and outside of the facility.
- ❖ Monitor juveniles and their visitors during established visitation periods.
- ❖ Assist with the rehabilitation agenda for each resident.

- ❖ Complete written and verbal reports to care staff on duty and management as to the observations and actions taken during the shift.
- ❖ Prepares behavior and incident reports on residents, including documentation of checks and daily activities.
- ❖ May be required to conduct physical searches, pat downs, disrobing of suicidal youth and supervise showers of juveniles who are residents of the facility and/or provide sole supervision of residents during these activities.
- ❖ Carry-out routine drills and respond to major or critical incidents including fire evacuations or natural disasters etc.
- ❖ Responding to protocols relating to hostage and riot incidents when Centre is in-distribute.
- ❖ Liaise with the Shift leader throughout shift to ensure all security measures are adhered to
- ❖ Provide detailed reports of any incidents that involves breach of security.
- ❖ Searches to be undertaken to all services provides ensuring they are aware of the Centers protocols prior to entering the facility.
- ❖ Ensuring the security and safety surveillance systems are monitored effectively and the correct protocols and procedures are implemented to address beaches in security.
- ❖ Monitoring of generator and equipment utilized for the maintenance of the Centre
- ❖ Attend meetings, workshops and training as organized by the Center, Ministry or the Civil Service.
- ❖ Participate in the Emergency Management responsibilities of the Center and the Ministry.

Authority To: N/A

PERFORMANCE CRITERIA:

This job is satisfactorily performed when:

- ❖ The daily activities are conducted as per the protocols and guidelines of the position.
- ❖ The reporting requirements are met.

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