



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Caregiver – Safe House
MINISTRY: Ministry of Home Affairs and Transportation
DEPARTMENT: Social Development and Welfare
LOCATION: Grand Turk

JOB SUMMARY

A great opportunity awaits you at the Juvenile Safe House for children in need of care and protection in Grand Turk, Department of Social Development, Turks and Caicos Islands. The Caregiver will support the House Manager of the Juvenile Safe House by providing direct care for the wards of the state in the Safe House in order to provide for their psychological, physical and spiritual needs and to be concerned about all other developmental needs in their lives. Assist in managing visits of children to medical appointments, church and other places of interest as necessary; Prepares reports on critical incident in accordance to the protocols of the home. Indicates and participates in decision when additional measure relating to behavioral treatment is required.

KEY DUTIES AND RESPONSIBILITIES:

1. Maintains a disciplined environment for the children within the establish rules and guidelines of the home
2. Helps to lift moral and maintains a cooperative spirit with the children
3. Oversees the safe custody of equipment and supplies provided for the Safe House
4. Ensures the cleanliness of the Safe House by involving the wards in chorus weekly.
5. Prepares reports on critical incident in accordance to the protocols of the home
6. Monitors the administration of medication as prescribed by the doctor to the children and ensure that ALL medication is kept secured out of the children's reach
7. Indicates and participates in decision when additional measure relating to behavioral treatment is required
8. Manages visits of children to medical appointments, church and other places of interest as necessary
9. Bring all concerns regarding the wards to their immediate supervisor and provide suggestions on addressing the matter when possible.
10. Participate in preparation of Care Plans for the children
11. Prepare meals and disseminate for the children
12. Prepare meal plans for the entire week.





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13. Advocate/collaborate with other departments and organizations to ensure that needs of clients and their families are met and to enable them to access and utilize systems and/or services available in the local community
14. Adhere to all Public Service codes, rules and regulations
15. Perform any other related duties as directed by the Director, Deputy Director and Senior Social Worker

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Essential: This position requires a High School Diploma.
- The position requires one (1) year on the job experience to acquire the necessary competencies to effectively respond to the challenges of the job.

The experience should span:

- Communication
- Interpersonal relationship with wards/youths
- Knowledge departmental policies and procedures
- Knowledge of the culture of the community
- Knowledge of collaborating agencies

SALARY: - GRADE 4.1 \$32,550 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page. Shortlisted candidates must submit a Police Certificate.

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

"BELONGERS NEED ONLY APPLY"

"We thank all applicants for their interest, however, only persons selected for an interview will be contacted".

