



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

GOVERNMENT VACANCY

JOB TITLE: Custodial Manager

DEPARTMENT: Department of Corrections and Rehabilitation

MINISTRY: Ministry of Public Safety & Utilities

LOCATION: Grand Turk

JOB SUMMARY:

To support the Superintendent of Prisons to maintain security, supervision and operational control of the prison on a daily basis. The Prison Service is a professional organisation whose duty is to serve the public by keeping in custody those committed by the court. The duty is to look after Offenders with humanity and to help them lead law abiding and useful lives in custody and after release. The position has specific responsibility to ensure all records and equipment are appropriately completed and accounted for, at the end of each shift i.e. diaries, attendance records, body worn cameras, radios and PAVA logs

KEY DUTIES AND RESPONSIBILITIES:

- Briefing oncoming shifts, including written shift instructions for the 11-7 shift.
- Responsible for accurate management information flow
- Ensure operational decisions are made appropriately
- Liaise with the security department under the direction of the Ops ASP
- Ensure that searching plans are actioned and recorded
- Ensure through the Project/Maintenance manager that remedial security work is reported and actioned
- Responsible for coordination planned C&R interventions
- Coordinating use of force activity
- Monitoring Health and safety and accidents in the workplace
- Ensure that prisoners in Orange Wing are visited regularly throughout the working day
- Responsible for staffing at courts, standards during the escort and visiting courts in progress
- Ensure that hospital and other external work parties are properly supervised and equipped





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- Visit all staff on duty during the day to receive from them any issues and to impart advice and guidance where appropriate
- Responsible for the grooming standards of all staff ensuring dress code and safety equipment is available and being carried
- Responsible in association with the security department, for all C&R intervention equipment.

MINIMUM QUALIFICATIONS & EXPERIENCE:

Qualifications:

- High School diploma or equivalent
- Associate Degree or at least 2 years' experience as a Senior Prison Officer

Experience:

- Prison or Custodial Environment background

COMPENSATION:

SALARY: Grade 7 \$54,670.00 per annum plus allowances

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.

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

