



# HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

## GOVERNMENT VACANCY

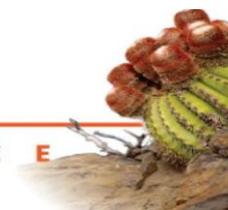
<b>JOB TITLE:</b>	<b>Prison Officer</b>
<b>DEPARTMENT:</b>	<b>Department of Corrections and Rehabilitation</b>
<b>MINISTRY:</b>	<b>Ministry of Public Safety &amp; Utilities</b>
<b>LOCATION:</b>	<b>Grand Turk</b>

### **JOB SUMMARY:**

To support the Superintendent of Prisons to maintain security, control, supervision and the safe custody of offenders. The successful candidate will be responsible for looking after Offenders and to help them lead law abiding and useful lives in custody and after release.

### **KEY DUTIES AND RESPONSIBILITIES:**

- Ensures that Security measures in place at the prison are satisfactory by checking cells, bolts, locks, grills, perimeter checks and to report to the Senior Officer any weakness detected in security arrangements.
- Complies with circulated standing orders and notices to Staff.
- Checks muster, by counting inmates to ensure that the physical count corresponds with the number on record as detailed by Prison Routine and the Shift Leader.
- Ensures the safety, good conduct, welfare and industry of inmates by own personal examples, dress, mannerism and general deportment.
- Carries out searches as required and makes the necessary reports to the Senior Officer and records in the prison diary/Orderly sheets.
- Ensures that prohibited articles are not brought into the Institution.
- Ensures that prisoner complaints and requests are taken and addressed appropriately, whether personally or by referring to Senior Officer or recorded in the request book.
- Supervises inmate or group of inmates on Wings and in the performance of their tasks give proper guidance accordingly.
- Escorts inmates to Court, in work Parities, to Health Centre and Public Hospital and any other place as directed.
- Ensures that all inmates are checked prior to and after each visit, visit regulations are complied with on entering or leaving the Prison and at any time directed by the Senior Officer in charge.
- Reports their post to the Superintendent / Deputy Superintendent / Senior Officer whenever he / she visit after hours.
- Acts as Personal Case Officer as directed by the Assistant Deputy Superintendent.
- Ensures that female prisoners and Juvenile prisoners are kept separate and apart from male inmates.
- Must be able to work well in a team.
- Must be in physically fit.





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- Must be disciplined, flexible and committed to the job as well as be able to follow lawful instruction from higher ranks.

## **MINIMUM QUALIFICATIONS & EXPERIENCE:**

- High School diploma /equivalent or related work experience.
- An Associate Degree in a relevant field is highly desirable.
- Background in Security will be an asset.
- Assessments will be conducted
- Security and Background checks will be conducted.

## **COMPENSATION:**

### **SALARY: Grade 5 \$38,691.00 per annum plus allowances**

- Please note that applicants from other islands in the Turks and Caicos Islands would be entitled to a Relocation (Housing) Allowance

## **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".**

