



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

TURKS & CAICOS ISLANDS GOVERNMENT VACANCY

JOB TITLE: Probation Manager

MINISTRY: Public Safety & Utilities

DEPARTMENT: Rehabilitation & Community Services

LOCATION: Providenciales, TCI

JOB SUMMARY:

The Probation & Parole Manager assumes responsibility for overseeing the daily operations of the Department. This pivotal role involves organizing and directing adult and juvenile probation and parole services, as well as rehabilitative programs. Supervision and evaluation of probation officers are key components, ensuring operational efficiency. Additionally, the Manager provides crucial professional-level support to the Director across various domains, contributing significantly to the Department's success.

KEY DUTIES AND RESPONSIBILITIES:

- Manage and mentor a team of probation officers, providing guidance, support, and professional development opportunities.
- Oversee caseload distribution, workload management, and ensure compliance with policies and procedures.
- Review and evaluate all reports of probation officers for accuracy, completeness, and compliance with applicable policies and procedures.
- Develop and implement strategies, policies, and programs aimed at enhancing rehabilitation, addressing specific needs (e.g., substance abuse, mental health, cognitive restructuring), and reducing recidivism.
- Facilitate supervision sessions, case file and treatment plan reviews, and case conferences regularly with Probation Officers for quality assurance purposes.
- Collaborate with staff to design and deliver training programs for probation officers to enhance their skills and knowledge.
- Establish and maintain partnerships with law enforcement, social services, behavioural health, public agencies and community organizations to enhance support services and resources.
- Represent the department in meetings, court hearings, and community events to advocate for probation services and initiatives.
- Prepare and present reports to Director, providing insights on departmental performance, challenges, and recommendations for improvement.
- Develop rehabilitative programmes and curriculums to respond to the varying needs of the Department's clients, and ensure that they are consistently delivered.





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- Participate in developing, planning, and implementing the Department's work plan, projects, programmes, goals, and objectives;
- Undertake specific areas of responsibility as delegated by the Director.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of probation, offender management, rehabilitation, and other services as they relate to the area of assignment.
- Prepare and give public presentations on the Department's activities, functions, and issues.
- Contribute to the overall quality of the Department's service by participating in the development, review, and implementation of policies and procedures to meet legal and policy-related requirements and needs; continuously monitors the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement and recommends to the Head of Department; implements changes upon approval.
- Any other duties which logically related to the job.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in sociology, criminology, social work, psychology or a closely related field is mandatory.
- A Master's degree in a related field will be a distinct advantage.
- The position requires a minimum of three to five (3-5) years of supervisory or managerial experience, specifically within probation, parole, or offender rehabilitation.
- Experience working with high-risk offenders and individuals with drug addiction would be an asset.
- Strong leadership, organizational, and decision-making skills.
- Thorough knowledge of probation and parole procedures, laws, and regulations.

SALARY: Grade 8.1 - \$64,985 per annum

For persons recruited outside of the Turks & Caicos Islands a two-year extendable contract is offered. Other benefits in addition to basic salary include a Housing Allowance, End-of contract gratuity of 6%, return passages for a family of up to two children under the age of 18 years, freight cost and duty exemption on personal effects imported within six months of the appointment.





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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, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.

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.

