



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 Officer
MINISTRY: Public Safety & Utilities
DEPARTMENT: Rehabilitation & Community Services
LOCATION: Grand Turk, TCI

JOB SUMMARY:

Probation Officers play a pivotal role in the criminal justice system, overseeing individuals on probation or parole. The post-holder job responsibilities involve assessing and managing risks, developing rehabilitation plans, ensuring compliance with court-ordered conditions, and providing ongoing support. The overall goal is to reduce reoffending and promote positive behavioral change. The post-holder must be knowledgeable about risk assessments and what works regarding reducing reoffending and addressing offender's needs. They must have strong communication and analytical skills, and the ability to assist in developing and facilitating rehabilitative programmes.

KEY DUTIES AND RESPONSIBILITIES:

- Prepare and present reports (Pre-sentencing, Parole, and Progress) on adult and juvenile offenders as requested by the Court or Parole Board in a timely manner.
- Conduct comprehensive assessments of individuals under supervision to identify needs, risks, and rehabilitation requirements.
- Develop and implement personalized rehabilitation plans addressing specific challenges, such as drug addiction, negative behavior, mental health issues, etc.
- Regularly meet with probationers and parolees to monitor progress, assess compliance, and provide guidance on meeting court-ordered conditions. This must be done in accordance with the Department's policy.
- Use various tools and resources to track probationers' activities, employment, and adherence to treatment or counseling programs.
- Liaise with law enforcement agencies, social services, behavioral health, and community resources to coordinate support services and referrals.
- Facilitate access to programs and resources for education, employment, substance abuse treatment, mental health counseling, and housing.
- Maintain accurate and detailed records of interactions, assessments, and progress reports for each individual under supervision.
- Respond to probationers' crises or emergencies, providing guidance, support, and referrals as necessary.





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- Mediate conflicts or issues that may arise between probationers and their families, employers, or treatment providers.
- Administer drug and alcohol testing in accordance with the Department's policy.
- Initiate breach proceedings in a timely manner, and make suitable recommendation for the disposal of the case.
- Assist with re-entry planning by coordinating services for the offender's successful reintegration into society.
- Maintain a manageable caseload and ensure all case files, records, and progress reports are up-to-date and easily accessible.
- Study and review literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge needed to excel as a Probation/Parole officer.
- Conduct home visits, review the electronic monitoring platform, and other community contacts to assist in monitoring the offender's adherence to conditions of probation or parole.
- Help to establish and maintain contact with persons and organizations in the community that may provide necessary resources for individuals serviced by the Department.
- Liaise with internal and external resources to advocate for clients and make referrals.
- Perform Public Relation Functions by: -
 - attending meetings with various agencies, groups and persons to discuss common problems and promote a better understanding of the Probation, Parole, and the Rehabilitation of Offenders.
 - Educating the public in order to create a favorable climate towards the rehabilitation of offenders and securing job opportunities.
- Any other duties which logically related to the job.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- A Bachelor's degree in Criminal Justice, Psychology, Social Work, Sociology, or Human Services from a recognized University.
- Minimum of 2-3 years' experience as a Probation or Parole Officer.
- Experience in working with offenders with a drug addiction would be an asset.
- Compassionate and empathetic approach towards rehabilitation.
- Ability to work independently, make sound judgments, and manage caseloads effectively.
- Knowledge of criminal justice systems, laws, and regulations governing probation and parole.

SALARY: Grade 6.1 - \$45,992.00 per annum





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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.

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".

