



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: Rehabilitation Counsellor

MINISTRY: Public Safety & Utilities

DEPARTMENT: Rehabilitation & Community Services

LOCATION: Providenciales, TCI

JOB SUMMARY:

The Rehabilitation Counsellor provides therapeutic support and rehabilitative interventions to adults, youth, and families engaged with the Department of Rehabilitation and Community Supervision (DRCS). The role focuses on addressing underlying issues such as mental health challenges, substance misuse, trauma, behavioral difficulties, and family dynamics, while supporting positive behavior change and successful reintegration. The post holder delivers individual, family, and group-based interventions, contributes to case planning, and works collaboratively with staff to ensure services are aligned with assessed risks, needs, and rehabilitation goals. The Rehabilitation Counsellor also supports the development and delivery of programmes, maintains accurate and professional records, and ensures all services are delivered in accordance with safeguarding standards, ethical practice, and departmental policies.

KEY DUTIES AND RESPONSIBILITIES:

- Facilitate individual, family and group-based intervention sessions for both adults and at-risk youth (conflict resolution, parenting, substance abuse, anger management, grief etc)
- Create, adapt, and deliver psychoeducational materials to clients, including adults on probation and parole, at risk youth, families and schools.
- Conduct on going risk assessments and evaluations for all clients and families
- Develop individualized or family care plans to address underlying concerns (addiction, mental health, trauma etc.)
- Maintain a caseload of individuals on probation, parole and at-risk youth
- Prepare and maintain accurate progress notes and detailed reports for court, parole board and JPIC
- Identify and refer clients requiring specialized mental health or clinical services to appropriate providers.
- Work collaboratively as part of a multidisciplinary team to support coordinated case management and service delivery
- Assist the Director in developing, reviewing, and maintaining policies, procedures, and practice manual for counsellors within DRCS
- Work closely with staff and DRCS stakeholders to coordinate wraparound support services.
- Provide crisis intervention and support for adults, at risk youth and families





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- Provide therapeutic support and guidance to DRCS clients and families
- Perform any other duties as required by the job function.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Master's degree in Counselling Psychology, Social Work, Psychology, Sociology, or a related field.
- Minimum of 3–5 years' experience providing counselling to youth, adults, or families, preferably within justice, social services, or community-based settings.
- Demonstrated experience delivering individual, family, and group-based interventions, particularly in areas such as mental health, substance misuse, trauma, and behavioral challenges.
- Experience working with at-risk or justice-involved populations is highly desirable.
- Strong knowledge of basic counselling techniques, crisis intervention, and behavior change approaches.
- Ability to work collaboratively within a multidisciplinary team and coordinate services across systems.
- Must possess a valid driver's license and be willing to travel between islands as needed.
- Work will require extended hours, including evenings, holidays, or weekends.
- Position requires frequent interaction with youth in distress, families in crisis, and high-stakes multi-agency meetings.

SALARY: Grade 7.1 - \$54,670.00 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.

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

