



THE UNITED CHURCH IN JAMAICA AND THE CAYMAN ISLANDS

**PRINGLE HOME  
EMPLOYMENT & AND MINISTRY OPPORTUNITY**

The United Church in Jamaican and the Cayman Islands is seeking to fill the position of **DIRECTOR FOR THE PRINGLE HOME, CARRON HALL, ST. MARY**, and invites highly motivated and qualified candidates to tender their applications.

**Job Purpose**

To provide leadership and management for the delivery of care and protection for the children within the care of the institution, enabling them to achieve a higher level of social functioning, through the provision of a physically safe, emotionally secure, and a healthy home environment.

This includes participation in the strategic development of the United Church's ministry and mission to children through a residential caring facility. It is important that the candidate's knowledge, skills and experience encompass a visionary and innovative outlook to enhance the efficiency and effectiveness of care towards the children's preparation for post residential life.

Applicants are invited to submit their resumes/CVs via e-mail no later than **Monday May 22, 2017** to: [synodhr@ucjci.com](mailto:synodhr@ucjci.com)

For additional information on this employment opportunity, including the Job Description, please visit our website at [www.ucjci.com](http://www.ucjci.com)

***This is a residential position. Only short-listed applicants will be interviewed.***

**SEE BELOW  
JOB DESCRIPTION FOR THIS EMPLOYMENT OPPORTUNITY**

# **THE UNITED CHURCH IN JAMAICA AND THE CAYMAN ISLANDS (UCJCI)**

## **JOB DESCRIPTION**

### **DIRECTOR: PRINGLE HOME**

**DIRECT REPORT:** THE BOARD OF MANAGEMENT, PRINGLE HOME

**INDIRECT REPORT:** SYNOD OF THE UCJCI, THROUGH THE REGIONAL MISSION COUNCIL

#### **JOB PURPOSE:**

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#### **KEY OUPUTS:**

1. Ensure database on children admitted to and discharged from the child care facility is maintained
2. Reports on intake and services to children in need of care and protection are completed
3. Periodic and scheduled reports as required by the Board of Management, Regional Mission Council and Synod submitted
4. Reductions of complaints of negative reports on children achieved
5. UCJCI Policies for the management of the children's homes are promoted and observed
6. Polices of the Child Development Agency adhered to
7. Partner relationships are maintained and new partners are added.
8. Staff and volunteers managed in accordance with standard human resource practices

#### **KEY RESPONSIBILITIES INCLUDES BUT NOT LIMITED TO:**

- Plan, direct, organize and control the operations of the child care institution to achieve the Home's objective of providing care and protection for children brought into the institution including comprehensive custodial care.
- Give oversight to the rehabilitation of the children brought into care through the provision of a therapeutic environment for the redirection and development of the children.
- Initiate projects to develop and improve proper utilisation, and maintenance of the property.

- Ensure that proper accounting methods and records of operations are in place to record all monetary gifts received and how they are used.
- Prepare various types of reports for the courts, medical and psychiatric referrals, the Child Development Agency and the United Church.
- Establish performance standards and evaluation guidelines for staff in the Home, in accordance with the Human Resources Policies and Procedures of the United Church in Jamaica and the Cayman Islands.
- Ensure the efficient use of funds, equipment and other resources allocated to the Home by the United Church, the Government or other donors.
- Encourage and maintain links with the Church, community, Government Agencies, donors and other stakeholders, including service clubs,
- Coordinate, monitor and evaluate the work of volunteers.
- Participate in interviewing, selecting and evaluating staff.
- Ensure that appropriate and humane forms of discipline are maintained in keeping with the provisions in the Child Care and Protection Act.
- Facilitate contact between the children and their biological families
- Ensure that proper assessment, counselling and psycho-social support are implemented within the required time frame, so to make appropriate referrals.
- Ensure that transportation is provided for the children to access clinic visits/ medical education, or whenever there is need for them to travel locally and abroad.
- Provide support to the children by attending Parent Teachers Association (PTA) meetings, and liaising with teachers on matters to improve the wellbeing.
- Ensure that proper security measures are in place for the protection of the children.
- Be willing to advocate for the rights of the children
- Perform other related functions assigned from time to time by the United Church in Jamaica and the Cayman Islands through Regional Mission Council and the Board of Management.

#### **PERFORMANCE CRITERIA :**

The job is deemed to be satisfactorily accomplished when:

- Programmes and activities of the children in the institution are properly coordinated and implemented in the best interest of the children
- Children display improved social behaviour
- Children in care are successfully being integrated into the community
- The property and other resources are effectively utilized and maintained
- Timely monthly and quarterly reports are submitted to the Board of Management and the Regional Mission Council.
- All other requisite reports are completed and submitted within the expected timeline

#### **JOB DIMENSIONS (AUTHORITY SCOPE AND IMPACT OF JOB):**

- To provide overall management, oversight and evaluation of staff and residents of the home
- To provide recommendations to the juvenile / family court in regards to the residents.

- To make recommendation to the Board of Management for the appointment and dismissal of staff

**KEY COMPETENCIES:**

- In-depth knowledge of the Child Care and Protection Act and the Children (Adoption of) Act.
- Knowledge of human resources policies and procedures.
- Excellent management, co-ordination and decision making skills.
- Effective leadership and human relations skills.
- Excellent written and oral communication skills.
- Analytical and problem solving skills.

**MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE:**

- A Bachelor's degree in Social Sciences (Social Work, Management Studies, Public Administration, etc.) or in a related field.
- At least three (3) years prior experience in Child Welfare or in a similar capacity.
- At least three (3) years experience in managing a residential child care institution.
- Any equivalent combination of education and experience in the related field.
- Proficiency in Microsoft Applications.