

**Child Protection and Family Services Agency
Ministry of Education, Skills, Youth & Information
JOB DESCRIPTION AND SPECIFICATION**

JOB TITLE	Facility Manager
JOB GRADE	Level 9
POST NUMBER	
DIVISION	Child & Family Intervention Services
REPORTS TO	Regional Director
DIRECT REPORTS	Assistant RCCF Manager All staff employed to the Facility

This document will be used as a management tool and specifically will enable the classification of positions and the evaluation of the performance of the post incumbent.

This document is validated as an accurate and true description of the job as signified below:

Employee

Date

Manager/Supervisor

Date

Head of Department/Division

Date

Date received in Corporate Services Division

Date Created/Revised

JOB PURPOSE

Reporting to the Regional Manager, the Facility Manager is responsible for overseeing the operations of the assigned Residential Child Care Facility (RCCF). The role involves implementing targeted and appropriate interventions for children identified as being at risk due to neglect, abuse, trauma, disability, or other vulnerabilities. The Facility Manager is tasked with ensuring the safety, well-being, and comprehensive development of children and young people under the care of the state facility.

KEY OUTPUTS

- Development and implementation of an Individual Work Plan.
- Maintenance of a comprehensive database of children admitted to and discharged from the child care facility.
- Preparation of detailed reports on intake processes and services provided to children in need of care and protection.
- Submission of periodic reports to the Regional Director.
- Reduction in complaints and negative feedback related to the institution's operations.
- Timely preparation and submission of inventory and financial reports.

JOB RESPONSIBILITIES

- Participate in the development and implementation of the Agency's strategic management process
- Develop and implement Operation and Individual Work Plans for the facility
- Plan, direct, organize and control the operation of the child care institution to achieve the Agency's objective of providing care and protection for children brought into the institution including comprehensive custodial care
- Oversee 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 utilization, and maintenance of the property
- Prepare various types of reports for court, medical and psychiatric referrals, Senior Manager, Field Coordination and monthly, quarterly, annual and any other report as required
- Establish performance standards and evaluation guidelines for staff in the child care facility in accordance with the Human Resources policies and procedures of the Agency
- Ensure the efficient use of Government funds, equipment and other goods allocated to the institution

- Participate in the recruitment, selection, promotion, training and discipline of staff in the facility in accordance with Human Resource Policies and Procedures Manual
- 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 child and biological family
- Provide for the Training of Caregivers
- Ensure that proper assessment, counseling and psycho-social support are done within the required timeframe for the appropriate referrals to be done
- Ensure that proper accounting methods and records are in place to record all monetary gifts received and utilization of funds
- Provide transportation for the children for clinic/hospital visits when they are ill, and when there is need for them to travel locally or abroad
- Provide support to the children by attending PTA meetings and liaising with teachers when required on matters to improve the well being of the children
- Advocate that the rights of the children are upheld
- Ensure that proper security measures are in place for the protection of the children
- Encourage and maintain links with the Community, service clubs and other stakeholders, and coordinate the work of volunteers
- Complete Performance Appraisals for direct reports
- Attend staff meetings monthly, quarterly, annually and at any other time as required
- Uphold the timely attendance at meetings and other functions
- Ensure the maintenance of confidentiality and trusting relationships in accordance with the mandate of the Agency
- Represent the Agency at meetings, seminars, conferences and workshops as directed
- Perform any other duties that may be assigned from time to time

PERFORMANCE CRITERIA

- 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 reintegrated into the community
- The property and other resources are effectively utilized and maintained at all times
- Timely monthly and quarterly reports submitted
- All reports and done in the required time
- Confidentiality, integrity, dependability and tact are displayed in the execution of duties

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- To provide recommendations to the Juvenile/family court in regards to the child
- Access to all homes/places of safety in which children are placed
- Authority to conduct investigations of cases involving the alleged abuse of a child

- Visit and assess homes (family arrangement) and recommend their suitability for the child
- Represent the Agency

QUALIFICATION & EXPERIENCE

- B.Sc. Degree in Social Sciences
- Minimum of six (6) years' experience in the area of Child Welfare, four (4) of which should be at a senior level
- At least three years experience in managing a residential child care institution

OR

- Any equivalent combination of education and experience

REQUIRED COMPETENCIES

- In-depth knowledge of the Child Care and Protection Act, Children (Adoption) Act and other relevant legislation
- In-depth knowledge of the Executive Agency Act
- In-depth knowledge of issues affecting children locally and internationally
- Knowledge of Human Resources policies and procedures
- Excellent management, coordination and decision-making skills
- Effective leadership and human relations skills
- Excellent presentation skills
- Excellent communication and interpersonal skills
- Ability to work under pressure and meet tight deadlines
- Highly motivated and achievement oriented
- Working knowledge of Microsoft Suite

WORK RELATIONSHIPS

Internally

Chief Executive Officer
Directors/Managers

Externally

MDAs
NGOs
Early Childhood Institutions
Educational Institutions
Foundations (Scotia, NCB, Digicel, FLOW, Sandals)

VALIDATION

This document is validated as an accurate and true description of the job when agreement of the Chief Executive Officer is signified below.

CEO, Child Development Agency

Date