JOB DESCRIPTION AND SPECIFICATION

JOB TITLE	**Children's Officer**
JOB GRADE	Level 8
POST NUMBER	
DIVISION	Alternate Care Services
REPORTS TO	Parish Manager
DIRECT REPORTS	N/A
SALARY	$4,479,584 - $6,024,542 scale per the 2026/2028 revision of salaries

This document serves as a management tool and will be used specifically for 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 Human Resource Division Date

STRATEGIC OBJECTIVE OF THE DIVISION

To coordinate the delivery of services to children and their families along the continuum of care services.

JOB PURPOSE

Under the general direction of the Team Leader, the Children's Officer is responsible for ensuring the proper care and protection of children in the care of the State, through the direct assessment, placement and counselling of children and their parents, and for monitoring the care provided by institutions and family-based programmes to ensure that they meet the required standards.

KEY OUTPUTS

- Individual Work Plan developed and implemented
- Records of cases of child abuse reported to the Agency maintained
- Children in need of care and protection placed in suitable homes
- Children reintegrated with their parents or guardians in a rehabilitated environment
- Comprehensive reports on child cases and their rehabilitation processes prepared
- Care plans for children in the care of the State monitored
- Counselling provided to children and their families

JOB RESPONSIBILITIES

Technical

- Provide counselling services daily to clients who come into CPFSA offices or are referred by other agencies, and take the necessary action.
- Develop and implement a care plan for each child on a Fit Person Order.
- Take responsibility for the management of the assigned caseload, making the appropriate recordings from time to time.
- Assess and make recommendations for the placement of children in Foster Care, Family Reintegration and Children's Homes.
- Assess the homes of parents and guardians to determine their suitability for children to return, and recommend financial assistance to facilitate the rehabilitation process.
- Recruit and train parents for family-based programmes, to include Foster Care and Family Reintegration, and supervise such programmes.
- Supervise children on Foster Care and Family Reintegration, assisting families to identify community resources and other social support services.
- Establish and maintain contact between the children, their relatives and the institutions.
- Facilitate interaction between children and their families with a view to reuniting them.
- Plan and conduct group counselling for children and their families.
- Participate in social mobilisation and public education programmes to increase public awareness of issues affecting children.
- Complete monthly and other periodic reports for submission to the Team Leader.

Other Responsibilities

- Maintain confidentiality and trusting relationships in accordance with the mandate of the Agency.
- Perform any other related duties as may be assigned from time to time by the Team Leader.

PERFORMANCE STANDARDS

- Proper care plans are developed and successfully implemented for children in the care of the State.
- The services delivered by foster homes and other institutions are improved to international standards.
- Targets for family-based placements are achieved.
- Records of children in the care of the State are properly maintained and updated.
- Monthly and quarterly reports are submitted on a timely basis.
- Deadlines are consistently met.
- Objectives are consistently achieved.
- Confidentiality, integrity and professionalism are maintained in the execution of duties and in personal conduct.
- Mutual respect is displayed in the working environment at all times.

JOB DIMENSIONS (AUTHORITY, SCOPE AND IMPACT OF JOB)

- Access all homes and Residential Child Care Facilities (RCCFs) in which children are placed.
- Conduct investigations of cases involving the alleged abuse of a child.

- Visit and assess homes and recommend their suitability for the child.
- Recommend the placement of children in Foster Care, Family Reintegration and Children's Homes.
- Recommend financial assistance to facilitate the rehabilitation process.

QUALIFICATION AND EXPERIENCE

- First Degree in Social Work, or a First Degree in a related discipline or the equivalent.
- A minimum of three (3) years' experience in social work or a related field.

Or any equivalent combination of education and experience.

REQUIRED COMPETENCIES

Behavioural	Level	Technical	Level
Oral Communication	5	Comprehensive knowledge of the Child Care and Protection Act, the Sexual Offences Act and the Committal Proceedings Act	5
Written Communication	5	Knowledge of the developmental needs of children	5
Interpersonal Skills	5	Knowledge of issues affecting children, particularly in Jamaica	4
Teamwork and Cooperation	5	Knowledge of national and international conventions and policies relating to children	4
Analytical Thinking	4	Social work practice	5
Problem Solving and Decision Making	4	Case management	5
Conflict Resolution and Anger Management	4	Interviewing and assessment techniques	5
Integrity and Confidentiality	5	Counselling techniques	4
Initiative	4	Report writing	4
Time Management	4	Use of Information and Communication Technology (ICT)	4
Adaptability	4	Crisis intervention	4

WORK RELATIONSHIPS

Internal	External
• Team Leader • Regional Director • Children's Officers and other Regional Office staff • Facility Managers and staff of Residential Child Care Facilities (RCCFs) • CPFSA Staff (Head Office and Regional)	• Children in the care of the State, and their parents, guardians and relatives • Foster parents and applicants for family-based programmes • The Courts • Jamaica Constabulary Force, including the Centre for Investigation of Sexual Offences and Child Abuse (CISOCA) • Ministry of Education, Skills, Youth & Information • Ministry of Health & Wellness • Ministry of National Security • Child Care Facilities (private) • Non-Governmental Organisations and community-based organisations

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Extensive travel within the region and island-wide is required, to monitor regional programmes, visit Residential Child Care Facilities, maintain contact with internal and external stakeholders, and attend meetings and workshops.
- Frequent crisis management is required.
- Extended hours may be required to meet case and reporting timelines.
- Required to maintain the highest standards of confidentiality in the handling of information relating to children and their families.