

**MINISTRY OF JUSTICE**  
**PARISH JUSTICE SERVICES CENTRE**  
**JOB DESCRIPTION**

**JOB TITLE: Child Diversion Parish Manager**

**REPORTS TO: Child Diversion Coordinator, Ministry of Justice**

**THIS DOCUMENT IS VALIDATED AS AN ACCURATE AND TRUE  
DESCRIPTION OF THE JOB AS SIGNIFIED BELOW:**

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**EMPLOYEE**

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**DATE**

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**PROGRAMME MANAGER**

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**DATE**

## **JOB SUMMARY**

The Child Diversion Parish Manager works at the parish level, providing management oversight for the Child Diversion Intervention Programme, which is aimed at providing an alternative to formal judicial proceedings for children who are accused of, or have committed certain specified offences. The Child Diversion Parish Manager must ensure that the Programme is operationalized within the assigned parish and executed according to relevant laws and policies.

## **DUTIES AND RESPONSIBILITIES**

1. Conducts needs assessment of child offender
2. Prepares Case Management file for child offender
3. Arranges specialized individual and/or groups counselling sessions
4. Administers programmes that are geared toward assisting children who come in conflict with the law so as to reduce the rate of recidivism
5. Works collaboratively with agencies having responsibility for children services
6. Acts as mediator in times of conflict as it relates to children at the parish level
7. Maintains the integrity of the programme by creating an atmosphere of confidentiality
8. Oversees the work of volunteers/facilitators to ensure compliance with policies and procedures
9. Receives, monitors, develops and maintains accurate and confidential records including reports of visits to child offender/s and statistical reports
10. Prepares annual budget for the Child Diversion Programme within the parish
11. Monitors the use and storage of assets provided by the Ministry of Justice to ensure proper maintenance and security
12. Liaises with National Child Diversion Coordinator to ensure that communities are kept adequately informed about operations under the Programme
13. Assists with multi-sectoral coordination to provide intervention programmes
14. Maintains accurate diary, records, minutes and account of Child Diversion activities within the parish

15. Evaluates intervention programmes through site visits and the provision of timely progress reports
16. Maintains communication with the Child Diversion Coordinator with respect to all activities in the parish
17. Establishes Parish Child Diversion Committees
18. Coordinates training for key internal stakeholders as well as the Parish Committees in the management of the Child Diversion Programme

## **KEY OUTPUTS**

1. Needs assessment for child offender conducted
2. Child Offender support interventions conducted
3. Intervention evaluated
4. Case Management files prepared
5. Intervention programmes recorded
6. Inventories and standard operating procedures implemented
7. Intervention programmes administered
8. Effective client service delivered
9. Reports prepared
10. Annual budget prepared

## **REFORMANCE INDICATORS**

- Need assessment for child offender conducted according to established guidelines
- Child offender support interventions conducted according to established Child Justice guidelines
- Interventions evaluated according to established Child Justice guidelines
- Case Management files prepared within agreed timeframe
- Record number of cases processed according to established guidelines
- Record intervention programmes in accordance to established guidelines

- Inventories and standard operating procedures implemented according to Child Justice guidelines
- Intervention programmes administrated according to Child Justice guidelines
- Effective client service delivered within agreed timeframe
- Reports prepared in the established format and within agreed timeframe
- Annual budget prepared within agreed timeframe

### **MINIMUM QUALIFICATION AND EXPERIENCE**

- Bachelor's Degree in the Arts or Social Sciences (or comparable qualification and experience);
- Minimum of four (4) years working experience in low-income communities, with at least three (3) years working with at-risk children
- A Degree in Social Work would be an asset

Specific Knowledge (however acquired) required to start:

- Child Diversion Processes
- Budgeting

### **SPECIAL CONDITIONS ASSOCIATED WITH THE JOB**

- Possession of a reliable motor vehicle
- Willingness to travel
- Willingness to work extra hours
- Willingness to work under pressure