



CIVIL SERVICE OF JAMAICA
JOB DESCRIPTION AND SPECIFICATION
MINISTRY OF JUSTICE

JOB TITLE: Parish Child Diversion Officer
JOB GRADE: (GMG/SEG 2)
POST NUMBER: 73946-69
DIVISION: Justice Centre
REPORTS TO: Director, Child Diversion
MANAGES:

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 Human Resource Division

Date Created/revised

Strategic Objectives of the Division (in which the position is located):

To provide a social component to the delivery of justice through Alternative Justice Services and Alternative Dispute Resolution (ADR) services - Restorative Justice, Child Diversion and Victim Services Programmes, to support the overall priorities of the Ministry.

Job Purpose

The Child Diversion Officer works at the parish level, providing management oversight for the Child Diversion 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 Officer must ensure that the Programme is operationalized within the assigned parish.

• Key Outputs:

- Needs assessment for children in conflict with the law conducted.
- Child Offender support interventions developed and conducted
- Intervention evaluated
- Case Management files prepared
- Intervention programmes recorded
- Inventories and standard operating procedures implemented
- Intervention programmes administered
- Effective client service delivered
- Reports prepared.
- Data collected
- Annual budget prepared

Key Responsibility Areas:

- Advise the Director, Child Diversion on matters of policy relating to children in conflict with the law and child diversion in the parish.
- Establishes Parish Child Diversion Committee.
- Prepares Case Management files for child offenders
- Undertakes a number of assessments including risk assessments and psycho-social assessment to ensure the safety of young people and others, and to inform the development of holistic intervention plans for young people to address their offending behavior and report to the Child Diversion Committee.
- Undertakes assessments and develops interventions to support young people/children prior to case referral to Child Diversion Committee.
- Contributes to the planning and delivery of individual and group work programmes for young people/children subject to the Child Diversion Act, 2018.
- Provides good quality oral and written commencement, progress and completion reports to expedite speedy justice within courts and the Jamaica Constabulary Force.
- Prepare all reports on the child as outlined under the *Child Diversion Act, 2018*.
- Attends court and police station when necessary.
- Participates as required at the Child Diversion Committee meetings and have an in-depth knowledge of the range of decision making available to the Committee and guide members in exercising that.
- Negotiates appropriate interventions with families to address assessed risk areas for the child/young person.
- Provides day to day operational advice and guidance to the volunteers and external stakeholders, supporting their work in the programme.
- Oversees the work of volunteers/facilitators to ensure compliance with policies and procedures

- Liaises with other professionals to develop holistic assessments and intervention plans, which are underpinned by evidence-based practice; current theories and knowledge.
- Ensures all data or reports are collected/gathered/and or provided from external stakeholders on any child entering Child Diversion Programme in the parish.
- Makes recommendations to the Child Diversion Committee of treatment plans based on completed assessments.
- Ensures a sub-committee of the Child Diversion Committee is established where necessary.
- Arranges specialized individual and/or groups counseling sessions.
- Develops, approves, administers and supervises child diversion programmes and other programmes for the prevention of child delinquency and for the rehabilitation of children in conflict with the law based on evaluations, knowledge, advice and recommendations of the Child Diversion Committee of each parish.
- Coordinates child diversion related activities to ensure the effective administration of child diversion in the parish.
- Assists with multi-sectoral coordination to provide intervention programmes.
- Acts as mediator in times of conflict as it relates to children at the parish level.
- Maintains the integrity of the programme by creating an atmosphere of confidentiality.
- Receives monitors, develops and maintains accurate and confidential records including reports of visits to child offender/s and statistical reports.
- Prepares annual budget for the Child Diversion Programme within the parish.
- Monitors the use and storage of assets provided by the Ministry of Justice to ensure proper maintenance and security.
- Acts as liaison with children in the programme, their parents, school staff and any associated community resources;
- Makes the necessary referrals according to established procedures and policies;
- Works within a multidisciplinary team in the respective Parish.
- Organizes and participates in case conferences and inter-agency liaison meetings.
- Maintains communication with the Restorative Justice Coordinator/Officer with respect to all activities in the parish.
- Maintains accurate diary, records, minutes and account of Child Diversion activities within the parish
- Evaluates intervention programmes through site visits and the provision of timely progress reports
- Informs the Regional Child Diversion Coordinator of training needs in the parish.
- Reviews the methods, procedures and processes used in child diversion and recommend any changes and amendments, as appropriate.
- Advises/Informs the Director, Child Diversion on all matters relating to child diversion in the parish, including individual child diversion programmes.
- Maintains a roster/registry of service providers.
- Ensures all service providers are approved by the Ministry of Justice.
- Monitors compliance with the provisions of the Act and the regulations.
- Performs such other functions as assigned

Performance Standards:

This job is satisfactorily performed when:

- 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

- Standard operating procedures implemented according to Child Justice guidelines
- Intervention programmes administered 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.
- Accurate record keeping maintained.

Internal and External Contacts (specify purpose of significant contacts:

Internal Contacts

Contact (Title)	Purpose of Communication
Principal Director Social Justice Services Director Child Diversion	<ul style="list-style-type: none"> • Provide and receive information • Provide directives
Senior Executives Divisional/Department/Agency	<ul style="list-style-type: none"> • Develop and maintain effective working relationships on related matters; • Exchange of information.
General Staff	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Provide expert advice and exchange information.

Contacts external to the organisation required for the achievement of the position objectives

Contact (Title)	Purpose of Communication
Departments and Agencies of the MOJ	<ul style="list-style-type: none"> • Develop and maintain effective relationships; • Liaise on key functional or issues affecting areas.
General Public	<ul style="list-style-type: none"> • Collaborate on matters, exchange information, provide advice and seek feedback
Jamaica Constabulary Force	Partnership development
Courts of Jamaica	
Ministry of Education	
CPFSA	
Justices of the Peace	
National Council on Drug Abuse	
Women's Centre of Jamaica Foundation	

Required Competencies:

I. Core Competencies	Level	II. Technical/Functional Competencies	level
Adaptability	2	Accountability	2
Compliance	2	Analytical thinking	1
Customer and Quality Focus	2	Attention to Detail	2
Initiative	2	Coaching and Mentoring	2
Integrity	3	Flexibility	1
Interpersonal	2	Goal/Results Oriented	1
Oral Communication	2	Human Resource Management	2
Team Work & Cooperation	3	Leadership	1
Time Management	2	Methodical	2
Written Communication	2	Planning and Organising	1
		Presentation and Reporting	1
		Problem Solving and Decision-making	1

		Resilience	2
		Stress Tolerance	1
		Technical Skills	2
		Use and Application of Technology	1

Core Competencies	Level	Technical/Functional Competencies	level
Oral Communication		Use of Technology	
Written Communication		Problem Solving and Decision-Making skills	
Integrity		Analytical Thinking skills	
Team Work & Cooperation		Planning and Organizing skills	
Initiative		People Management	
Compliance		Goal/Result Oriented	
Time Management		Managing External Relationships	
Interpersonal		Impact and Influence	
Adaptability			
Customer and Quality Focus			

III. Other Competencies	level
Proven ability to exercise sound judgment	
Proven ability to prioritize amongst conflicting demands and make rational decisions based upon a sound understanding of the facts	

Minimum Required Education and Experience

a) Specific knowledge (however acquired) required to start:

Knowledge of the following legislation would be considered an asset:

- *Child Diversion Act, 2018*
- *Child Care and Protection Act, 2004*
- *Criminal Justice (Reform) Act, 1978*
- *Parole Act, 1978*

b) Qualifications and Experience

- c) Bachelor's Degree in the Social Work, Arts or Social Sciences (or comparable qualification and experience);
- d) Minimum of four (4) years working experience in low-income communities, with at least three (3) years working with at-risk children...
- e) Experience working with young people within the criminal justice system would be an asset.

C) Continuous Professional Development

- Evidence of continual professional development measures taken.

Authority:

- Certifies travel claims
- Signs off on preparation of unit's reports and work plans
- Authorize bills for payment
- Approve expenditure for all divisions
- Approve expenditure within assigned limits

Specific Conditions associated with the job

- Possession of a reliable motor vehicle
- Ability to work outside regular work hours
- Work will be conducted in an office outfitted with standard office equipment and specialized software.
- The environment is fast paced with on-going interactions with critical stakeholders and meeting tight deadlines which will result in high degrees of pressure, on occasions.
- May be required to travel locally and overseas to attend conferences, seminars and meetings.