



CIRCULAR MEMORANDUM

NO. 40 OF 2023

MY REF: STAFF/GEN/9/05/23 (46)

FROM: Chief Executive Officer, Ministry of the Public Service, Constitutional and Political Reform and Religious Affairs

TO: Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

SUBJECT: VACANCY NOTICE – ONE (1) POST OF CHIEF SUPERVISOR, NEW BEGINNINGS YOUTH DEVELOPMENT CENTER, MINISTRY OF HUMAN DEVELOPMENT, FAMILIES & INDIGENOUS PEOPLES' AFFAIRS

DATE: 20th June 2023

Applications are invited from suitably qualified applicants to fill one (1) post of **Chief Supervisor**, New Beginnings Youth Development Center, Ministry of Human Development, Families & Indigenous Peoples' Affairs across the Belize Public Service.

BASIC PURPOSE OF POSITION:

Provides administrative and supervisory work involved in planning, managing, coordinating, and overseeing the day-to-day operations of the New Beginnings Youth Development Center and ensuring the safety, security and welfare of personnel and the juveniles detained at the facility.

NATURE AND SCOPE:

Responsible for providing administrative and supervisory work involved in planning, managing, coordinating, and overseeing the day-to-day operations of the New Beginnings Youth Development Center and ensuring the safety, security and welfare of personnel and the juveniles detained at the facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. **IDENTIFIES** persons to serve on the Board of Governors, convene meetings of such Board and act as Secretary to the Board.
2. **PLANS**, monitor and evaluate the operations to ensure goals and objectives are met, personnel are productively utilized, adequate work quality standards are maintained, and departmental policies and procedures are followed.
3. **PROVIDES** oversight to the technical staff to ensure that all residents receive appropriate rehabilitation, permanency planning and case management services.
4. **ENSURES** the implementation of psychosocial, educational, recreational, and spiritual programs to ensure that residents are positively engaged in rehabilitative and developmental activities.
5. **PREPARES** statistical and programmatic reports.

6. **MAINTAINS** the safety, security and welfare of both residents and staff and conduct inspections of staff, facilities, equipment, and records.
7. **ENSURES** the maintenance and upkeep of the facility.
8. **ENSURES** that hurricane and fire safety plans are developed, updated, and executed as necessary; schedule, conduct and evaluate evacuation drills and ensure that safety inspections are routinely conducted.
9. **DEVELOPS** an orientation plan for all new staff and ensure that new staff receives the necessary orientation and training.
10. **MAKES** hiring recommendations, recommend disciplinary action, and manage staff disputes.
11. **PROVIDES** technical assistance to subordinates in the completion of difficult aspects of their work; personally, handles complex or emergency tasks as required.
12. **PERFORMS** any or all duties of Supervisors, Assistant Supervisors or Relieving Officers as required.
13. **RESPONDS** to inquiries and ensure that appropriate information is communicated to family members, social workers, the Judiciary and others regarding care, treatment, behavior, and activities of the residents.
14. **COORDINATES** with other agencies or organizations as required.
15. **PERFORMS** research, special assignments and any other duties as assigned.

QUALIFICATIONS:

Bachelor's degree in social work or related Social Science;

PLUS

Five (5) years' experience working with children in conflict with the law or similar population within a residential and rehabilitation facility, or a combination of residential and case management experience, including progressively responsible administrative or supervisory experience, or any other combination of education, training and experience which demonstrates the ability to perform the duties of the position.

KNOWLEDGE

1. Supervision methods for juveniles in a custody setting.
2. Security considerations and measures.
3. Departmental policies, rules, regulations, procedures and division functions;
4. Search, transportation and restraint procedures;
5. Report preparation and record keeping as they pertain to the court system;
6. Adolescent behaviour;
7. Managing adolescent mental health and psychiatric disorders;
8. Methods of providing counselling to adolescents;
9. Legal and human rights framework as they pertain to minors;
10. Legal and juvenile court procedures
11. Standard Operating Procedures of the New Beginnings Youth Development Center.
12. Principles and practices of leadership, management, supervision and training;
13. Law enforcement and public relations activities

SKILL

1. Observe behaviours and situations, detect problems, and recall facts.
2. Respond to emergencies or stressful situations calmly, quickly, and decisively.
3. Operate a variety of office equipment including computers, scanners, fax machines and
4. photocopiers.

ABILITY

1. Train and coordinate the work of others;
2. Supervise, train, and evaluate personnel;
3. Prepare and manage a budget;
4. Make decisions on administration in accordance with laws, regulations, and policies;
5. Establish and maintain effective and successful working relationships with social workers,
5. judges, attorneys, employees, other agencies, and the public;
6. Follow written and verbal instructions;
7. Exercise judgment in relating to juveniles and in responding to changing situations;
8. Prepare clear, concise, accurate and complete written and oral reports and maintain accurate records of work activities;
9. Work collaboratively as part of a team and ability to build teams.
10. Act in alignment with the organization's desired culture to achieve organizational goals.

REPORTING RESPONSIBILITY:

Deputy Director, Community Rehabilitation Department

SALARY:

Government of Belize Payscale 16 of \$30,171 x1310 - \$55,061 per annum.

Interested persons in possession of the required qualification and who have the aptitude for the posts are asked to submit their complete application package, at least two references and a valid police report through the Job Search and Employment Application Website <https://www.publicservice.gov.bz/> or directly at <https://jobs.publicservice.gov.bz/> no later than **3rd July 2023**.



ROLANDO ZETINA (MR.)
CHIEF EXECUTIVE OFFICER

c: Chief Information Officer, CITO
President, PSU
President, APSSM
GEN/4/01/01