

Opening Date: 18 September 2018
Closing Date: 2 October 2018
Location: Tortola
Vacancy Notice No. 39/2018
Job Classification: Grade 10
Ministry/Department/Unit: Social Development Department
Position Details: One year probationary period
Established position
Employment Type: Full-time
Remuneration/Benefits: Salary range **\$31,523 – \$50,086**. Salary is commensurate with relevant qualifications and experience.

JOB VACANCY NOTICE Probation/Parole Officer

Government of the Virgin Islands



ROLE SUMMARY

The successful applicant will support the daily operations of the Probation/Parole Division through the supervision of parolees and juvenile offenders to ensure they adhere to their probation and parole conditions in accordance with the respective legislations.

MAIN RESPONSIBILITIES

1. Provide the courts with comprehensive psychosocial assessments of juvenile offenders and attend court to conduct interview, complete forms, instruct juvenile offenders on intake procedures and provide oral testimony where required.
2. Refer juvenile offender to appropriate agencies and other community resources to ensure support and interact with the agencies on status and referrals of juvenile offenders.
3. Instruct juvenile offenders on matters pertaining to the conditions of court orders and requirements of special programmes to ensure they are fully aware of what is required of them and monitor their progress to ensure compliance.
4. Initiate counselling and provide support services to juvenile offender and parents to ensure support is put in place.
5. Liaise with schools and other institutions that juvenile offenders attend to ensure a flow of information and transparency.
6. Initiate and prepare correspondence to juvenile offenders as required to ensure compliance with court orders.
7. Determine and document conditions of juvenile offenders' violation and prepare revocation document for review by the Senior Probation Officer to ensure violations are recorded and dealt with.
8. Maintain accurate and complete files for each juvenile offender, prepare regular progress reports and weekly / monthly reports on assigned caseload to ensure knowledge is recorded and stored for future reference.
9. Develop community-based activities and encourage participation as an alternative to criminal involvement.
10. Perform parole duties in accordance with section 20 of the Parole Act, 2009, including:
 - a. Investigating and making reports to the Board on the employment and place of residence available to a person applying for release on license;
 - b. Supervising persons released on license by the Governor;
 - c. Preparing reports for the Board of persons released on license;
 - d. Establish a parole plan for a person released on license;
 - e. Performing the directives of the Board in relation to the persons released on license and any other duties as assigned by the Board.
11. Perform any other duties as required by Supervisor or any other senior officers in order to contribute to the effectiveness and efficiency of the department.

BEHAVIOURAL COMPETENCIES

1. Manage your own resources and professional development
2. Model self to model behaviour in meeting organisational standards
3. Provide leadership in your areas of responsibility
4. Develop the trust and support of colleagues and stakeholders
5. Ensure products and services meet quality requirements
6. Obtain information for decision-making
7. Provide information and advice to others
8. Manage the recording and storage of information

WORKING CONDITIONS/ ENVIRONMENTAL FACTORS

- Normal Office Environment
- Clinical environment
- Interaction with public – exposure to irate and hostile clients
- Fieldwork

MINIMUM QUALIFICATIONS AND EXPERIENCE

- Bachelor's Degree in Social Work, Criminal Justice, Law Enforcement or related field
- Three (3) years' experience in requisite field
- Sound knowledge of Government structure, policies and procedures
- Sound knowledge of the principles and practices of the criminal justice system
- Excellent knowledge of counselling and interviewing techniques
- Sound knowledge of the use of standard office equipment

It is the policy of the Government of the Virgin Islands that appointments to the Public Service, and promotions within the Service, be based on the merit principle – without discrimination based on race, age (save as restricted by law), religion, political affiliation, sexual orientation, marital status, or family relationship.

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- Sound oral and written communication skills
 - Sound interpersonal skills
 - Sound analytical and decision-making skills
 - Ability to work well under pressure
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HOW TO APPLY

All applications for employment to the Public Service, including applications for transfer under the Employee Mobility Programme must be submitted to the address provided below by the job closing date.

Agency:

Public Service Commission
c/o Department of Human Resources
Road Town, Tortola VG 1110
British Virgin Islands

Or by email: hrdbvi@gov.vg

Applicants should submit the Employment Application (available at: www.bvi.gov.vg); a Résumé/Curriculum Vitae of their relevant experience and qualifications; with two personal reference letters; certified copies of identification, citizenship, and academic certifications/diplomas/licenses, along with a police certificate from your place of residency.

Applying through the Employee Mobility Programme: Applicants interested in transferring to the Public Service through the Employee Mobility Programme must submit the standard Employment Application (see above) along with the Employee Mobility Application (available at: www.bvi.gov.vg/services/emp). All sections of both forms must be thoroughly completed in order to prevent delays in processing applications. For more information about the Employee Mobility Programme, click www.bvi.gov.vg/services/emp.

Important Notice: Qualified candidates who are considered for potential employment with the Government of the Virgin Islands may be requested to provide further criminal history record information. Evidence of a criminal conviction or other relevant information obtained shall not automatically disqualify an individual from employment with the Government of the Virgin Islands.