



Ministry of National Security

CAREER OPPORTUNITY

The Ministry of National Security invites applications from suitably qualified candidates to fill the **VACANT** post of:

**CASE MANAGEMENT OFFICER (AT-RISK-YOUTH) (GMG/SEG 2) -
(School Based) (3 POSITIONS - EASTERN REGION)
(1 POSITION- WESTERN REGION)**

SALARY SCALE: \$4,266,270.00- \$5,737,658.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for planning, implementing, and monitoring of treatment plans aimed at reducing underlying risk factors in juveniles' ages 8-15 years. The Case Manager will identify the risk factors using the prescribed tools from the Ministry of National Security and develop a treatment plan which will feature direct intervention at the family and school interface. The Case Manager works closely with School Based service providers and practitioners to ensure client needs are identified and met and coordinates efforts with parents and Teachers.

The duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES

- To identify underlying violence risk factors and other psycho-social needs of assigned students by administering the Ministry's Youth Risk Assessment Instrument and Strengths and Difficulties Questionnaire.
- To develop case/treatment plans to treat with the identified risk factors in assigned clients in collaboration with parents and Teachers.
- To implement and manage interventions arising from the case/treatment plans for each assigned client.
- To provide ongoing progress notes on clients and prepare and submit case management reports on all clients monitored.
- To routinely update the required case management database.
- To conduct regular home and site/school visits to monitor the progress of each client as well as interventions being implemented.
- To establish and maintain positive relationship with the assigned school management.
- Ensures that the Manager, At-Risk Youth Case Management is adequately informed about developments in cases and interventions by providing monthly reports, quarterly reports, and other information.
- Documents best practice, case studies and learning to aid in the execution of duties.

MINIMUM QUALIFICATION AND EXPERIENCE

- Bachelor's Degree in Social Sciences or Social Work Certification with a minimum of 5 years' experience in community development;
- At least three (3) years' experience working in development-oriented operations;
- At least three (3) years working in volatile and vulnerable communities;
- Must own a reliable motor vehicle.

SPECIFIC KNOWLEDGE & SKILLS

- Excellent knowledge of the MNS case management framework and processes
- Ability to design and facilitate training sessions
- Sound knowledge of interviewing techniques
- Ability to conduct investigations (for site & home visits), evaluate findings, and prepare reports
- Knowledge of behavioral problems, mental illnesses, and minority group problems
- Ability to make critical observations while under stressful circumstances
- Demonstrate high level of confidentiality and integrity
- Emotional Intelligence
- Ability to use professional judgment

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Working in volatile and vulnerable communities in Western Jamaica
- May be required to work beyond the normal working hours;
- Willing to take disciplined risks.
- May be required to conduct home visits

Interested persons should forward their applications and résumés **NO LATER THAN Friday, September 19, 2025** to the: -

Director, Human Resource Management & Administration
Human Resource Management & Administration
Ministry of National Security
4th Floor NCB North Tower
2 Oxford Road
Kingston 5
Email: jobopp@mns.gov.jm

**Subject: Case Management Officer (AT-RISK-YOUTH) (GMG/SEG 2)
(School Based)**

We thank all applicants for their interest in this career opportunity. However, please note, only short-listed candidates will be contacted.

The Ministry wishes to assure applicants that your personal data will be used for the purposes of recruitment and selection exercise related to career opportunities within the Ministry.