



Ministry of National Security and Peace

CAREER OPPORTUNITY

The Ministry of National Security and Peace invites applications from suitably qualified candidates to fill the post of: -

SOCIAL WORKER 2 (SWG/PS 3) – VACANT (x2)
SALARY SCALE: \$5,198,035.00 – \$6,990,779.00 PER ANNUM

JOB PURPOSE

The incumbent is responsible for contributing to an improved justice system by managing the parole process and prepares individuals for their eventual release.

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

KEY RESPONSIBILITIES

- Processes applications and provide court reports;
- Offers counseling and guidance to families of Inmates and parolees where necessary;
- Visits Adult Correctional Centres and prepares inmates for release;
- Determines nature of inmate's situation by reviewing relevant reports (Superintendent, Risk Assessment, Psychiatric, Probation, Police Report and Court Documents);
- Maintains client confidence and protects operations by keeping information confidential;
- Maintains a manual and electronic registration system for inmates
- Liaises with relevant organizations such as Police Department, Department of Correctional Services, Courts Offices and Penal Institutions to obtain reports and clarify information for parole processing;
- Identifies environmental impediments to candidate's progress through interviews and review of inmate's records;
- Assists in the assessment and evaluation of the parole process;
- Prepares monthly and other relevant reports as deemed relevant;
- Liaises with Department of Correctional Services to obtain Quarterly Reports for parolees;
- Participates in Parole Board Meetings and other meetings related to the Parole Administration as assigned by the Director;
- Maintains operations by following Policies and Procedures;
- Participates in reviewing Policies and Procedures and reporting needed changes;
- Makes court appearance;
- Seeks professional assistance for parolees as deemed necessary;
- Prepares monthly statistical returns to facilitate research and planning;
- Attends and conducts weekly meeting with staff;
- Updates cash book on a monthly for monies expended;
- Undertakes other duties related to the smooth functioning of the branch.

MINIMUM REQUIRED QUALIFICATION AND EXPERIENCE

- First degree in Social Work, Psychology or Counseling
- One to two years experience in a related field

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES

- Reports are accurate and submitted in a timely manner
- High level of confidentiality maintained in the execution of tasks
- Thorough Investigations and interviews conducted
- Accurate records maintained
- Counselling and guidance provided is effective
- Cash book updated on a monthly basis using relevant receipts and payments adhering to relevant accounting principles and guidelines

SPECIAL CONDITIONS ASSOCIATED WITH THE JOB

- Critical deadlines for completion of tasks;
- May be required to work beyond the normal working hours;
- May be required to work on weekends and public holidays;
- Typical working condition.

Interested persons should forward their applications and resume **NO LATER THAN Wednesday, April 22, 2026**, to the:

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

Subject: Social Worker 2 (SWG/PS 3)

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.