



The Caribbean Christian Centre for the Deaf (CCCD)

A Charitable, JSL-Signing Organisation for *Deaf Empowerment

Invites suitably qualified persons to apply for the following open job posts

KINGSTON - Kingston Campus

- ❖ Mathematics Teacher - up to CSEC Level
- ❖ Primary Teacher
- ❖ IT/POB Teacher- 7 to 11 (September - December 2024)
- ❖ Residential Care Staff - Male & Female
- ❖ Communications & Reach Officer
- ❖ Admin Assistant to CEO
- ❖ HR Manager

MANCHESTER - Knockpatrick Campus

- ❖ Campus Watcher
- ❖ Junior Accountant
- ❖ Woodwork Teacher - Grades 7 to 11
- ❖ Residential Care Staff - Male & Female

ST JAMES- Montego Bay Campus

- ❖ Campus Manager
- ❖ Jamaican Sign Language (JSL) Specialist

Interested candidates must possess the following eligibility criteria to apply:

1. Any applicant whose beliefs and values align with the CCCD organisation, and our Statement of Faith found on our website (jm.cccdjamaica.org) with a commitment to our mission and bilingual philosophy of using JSL as the main language and written English for print activities, and our Code of Ethics;
2. Strong JSL fluency or a minimum of JSL at Level 3 with the ability and commitment to communicate in JSL as the main language for the posts of Teachers, JSL Specialist, and Interpreter.
3. A minimum of Level 2 in JSL and the intention to acquire and/or to improve their JSL skills on the job for other posts.
4. Good English language and communication skills.
5. Suitable qualifications and experience in the specific areas of specialisation for the posts advertised.

We will consider all suitable applications; however, only shortlisted candidates will be contacted for interviews.

***Deaf** represents individuals who are deaf and hard of hearing.

- **Per Post:**

Teacher – Kingston, Knockpatrick & Montego Bay: At minimum, a Diploma in Deaf Education and/or Special Education with concentration in relevant specialisations and at least 3 years of teaching experience with Deaf and Hard of Hearing Learners. Strong signing skills are a requisite.

Teacher’s Main Functions:

- Be responsible for the learning and achievement of all students in the class/es ensuring equality of opportunity for all.
- Be responsible and accountable for achieving the highest possible standards in work and conduct.
- Treat students with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to a teacher’s professional position.
- Model respect for diversity within the organization by adhering to the Communication and Cultural Appreciation Policy that values and stresses application of appropriate language use of JSL and written English as the bilingual approach to Education.
- Work proactively and effectively in collaboration and partnership with learners, parents/carers, governors, other staff and external agencies in the best interests of students.
- Act within, the statutory frameworks, which set out their professional duties and responsibilities and in line with the duties outlined in the staff handbook and organizational policies.
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school.

Campus Watcher – Knockpatrick: Under the direction and supervision of the Campus Manager, this post is responsible for the access control of all incoming vehicular and pedestrian traffic and is the first point of contact for all persons entering the campus. The post is responsible to control, monitor and direct vehicular and pedestrian traffic to appropriate parking areas, the main offices and other meeting areas as required. Five (5) years minimum experience in the security field; PSRA certification is considered an asset.

Residential Care Staff (House Parent) – Kingston & Manchester: Under the supervision of the Campus Manager, this post is responsible for maintaining a safe and stimulating environment for all children in our care, rooted in mutual respect and in accordance with the school’s behaviour policy. This post is responsible to follow all child protection policies in place. The minimum of one (1) year experience in a childcare position; a Childcare certificate is considered an asset.

JSL Specialist and Teacher – Montego Bay: At minimum, a Certificate in Deaf Education and/or Special Education or related field with concentration in relevant specialisations and at least 3 years of teaching experience with deaf and hard of hearing learners **OR** a minimum of 10 years of proven teaching experience with the Deaf. Strong JSL skills are a requisite.

Administrative Assistant to the CEO- Kingston: This post is responsible for general administration and secretarial support to the Office of the CEO. Experience in office administration, financial management systems, budget preparation and reporting are essential. Well-developed ICT skills, to include knowledge of QuickBooks Online and Microsoft Suite; problem-solving skills, information analysis and evaluation skills are required. The ability to negotiate, communicate and interact with persons are highly desirable as well as the capacity to respect and appreciate diversity. The minimum of an associate degree or the equivalent in office administration or a related field is required.

Communications & Reach Officer - The CRO will be responsible for checking and respond to electronic and written communication from all stakeholders (parents, students, staff, supervisors, partners & community members) as timely as possible and will include the following:

- Assist with donor communications, including appeal and thank you letters
- Assist with coordination of event logistics
- Assist with fundraising activities
- Direct communication (calls, text-messages, emails, etc.) and address inquiries
- Act as point of contact between the executive and employees and clients
- Coordinate website and social media networking updates
- Prepare organizational newsletters and maintain organizational archives

Minimum requirements include Knowledge of arts and community sector and government and non-government bodies, bachelor degree in Business and marketing, communication studies, or equivalent.

Human Resources Manager

Under the direction of the Executive Director, the HR Manager is responsible for the oversight and administration of the human resources department and will include:

- Monitoring evaluation system implementation, reporting challenges and successes and
- providing recommendations to executive leadership;
- Collaborating and participating with multiple departments to support the development and implementation of evaluation models;
- Ensuring employee evaluations and processes are in accordance with negotiated
- agreements, school system and Board of Education policies and procedures, and meeting the Jamaican Education and Employment requirements;
- Collecting, analyzing and reporting workforce performance data to inform human capital strategies, retention and employee supports; and
- Supporting organizational and national leadership through training and monitoring managers conducting evaluations.

Minimum qualifications is a Bachelor's Degree in Human Resources, Business, Communications or a closely related field preferred; and a minimum of 3 years of progressively responsible experience in Human Resources, school leadership or a related field, with 3 or more years at the management level.

Junior Accountant:

Under the leadership of the Senior Accountant and with the guidance of the Financial Policy Manual, this position is responsible for general accounting support in the financial/payroll department. The minimum qualifications for the role is at least an Associate Degree in Accounting, Business Management or equivalent certifications in the accounting or business management field and at least 2 years' experience in a similar field.

Campus Manager, Montego Bay:

Under the guidance and leadership of the Executive Director, this position is responsible for the management and safety of the campus, preparation of annual budgets and programme budgets, staff supervision and evaluation, management of administrative tasks, networking and development of business plans for Income generation initiatives. This position also manages and implements policies and procedures in line with the organisational protocol.

Minimum qualification is a Bachelor's Degree in management, business, or related field, with at least 3 years experience in a similar role.