



**The Caribbean Christian Centre for the Deaf (CCCD)**  
A Charitable Organisation for Deaf empowerment

*Invites suitably qualified persons to apply for the following posts*

**KINGSTON**

**Kingston Campus**

- ❖ Teacher of Mathematics up to CSEC Level
- ❖ Part-Time Driver (2 days per week for 10 months)

**MANCHESTER**

**Knockpatrick Campus**

- ❖ Campus Watcher
- Jamaica Deaf Village – contract posts**
- ❖ Seamstress/Tailor
  - ❖ 3 Labourers with construction and farming skills and experience

**ST. JAMES**

**Montego Bay Campus**

HEART-NSTA Contract Posts

- ❖ Data Operations Instructor/Computer Skills Teacher
- ❖ Part-Time Mathematics Teacher
- ❖ Part-Time English Teacher
- ❖ Part-Time Entrepreneurial & Personal Development Teacher
- ❖ Part-Time Driver (2 days per week for 10 months)

Other Posts

- ❖ Administrative Assistant/Office Manager – Sept.2020-May2021
- ❖ Grounds man (with maintenance and plumbing skills and experience)

*Interested candidates must possess the following eligibility criteria to apply:*

1. Any Bible-believing Christian with a commitment to our mission and agreement with our Statement of Faith found on our website ([www.cccdjamaica.org](http://www.cccdjamaica.org)) and Code of Ethics;
2. Persons with good English language and communication skills;
3. Persons with a minimum of Level 2 in Jamaican Sign Language (JSL) and the intention to acquire and/or to improve their JSL skills on the job;
4. Suitable qualifications and experience in the specific areas of specialization for the posts advertised.

**If you have what we are looking for, apply confidently with the submission of your resume and a cover letter by July 22, 2020 via email to:**

The Human Resources Department  
**The Caribbean Christian Centre for the Deaf**  
 4 Cassia Park Road  
 Kingston 10  
 Email: [jaadmin@cccdjamaica.org](mailto:jaadmin@cccdjamaica.org)

We will consider all suitable applications; however, only shortlisted candidates will be contacted for interview. Further details on each post is outlined below.

- **Per Post:**

- **Teacher - Kingston:** At least a Diploma in Deaf Education and/or Special Education with the ability to teach Mathematics to the CSEC level 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.
- **Contracted Part-time Teachers & Data Operations Instructor - Montego Bay:** 2 years teaching experience with the Deaf, knowledge of HEART TRUST/NSTA policies and procedures, TVET/CBET system, and computer literacy; VTDI or other relevant professional qualification such as UTECH/Technical Diploma or Teacher Diploma in Mathematics, English Language, Entrepreneurship or Personal Development as specified for the post; At least a Diploma or Level 3 certification in Data Operations.
  - **Office Manager/Administrative Assistant - Montego Bay:** This post is responsible for general administration and secretarial support at the campus level. Experience in office administration, financial management systems, budget preparation and reporting are essential. Well-developed ICT skills, to include knowledge of QuickBooks and Microsoft Suite; problem-solving, 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.
  - **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.

- **Groundman - Montego Bay:** Under the direction and supervision of the Campus/Property Manager, this post is responsible for the general maintenance and upkeep of the campus grounds, facilities, and equipment. The incumbent's duties include cleaning of the school grounds, effecting simple repairs, pruning, weeding, and watering of trees, other plants, lawns, and garden areas, and other related duties. A secondary/high school diploma and certification in plumbing, electrical work, etc. is desirable.
- **Drivers - Kingston & Montego Bay:** Under the direction and supervision of the Campus Principal/Property Manager, this post is responsible to transport clients (staff, students, others as directed by the campus manager or designate) in a comfortable, safe and timely manner, to pick up and deliver packages, to make bank deposits, and for maintaining a clean company vehicle in good working condition. To be considered for this role, you must have good eyesight, a valid driver's license, and a clean driving record. A secondary/high school diploma is required.
- **Seamstress/Tailor - Jamaica Deaf Village (JDV):** Under the leadership of the Social Enterprise Officer (SEO), this post is attached to the Sewing Department of the JDV and the duties include sewing, surging, cutting and measuring fabric. This is an entry-level position for which basic knowledge and experience of sewing with certification is required; in addition, knowledge of sewing various types of fabric including upholstery material; proficiency with industrial sewing machines; and fluency in JSL and written English are especially desirable.
- **Labourers - JDV:** Under the leadership of the SEO, workers will be contracted to carry out construction and farming work in a social enterprise environment. Workers must have some background training and/or experience in these two fields. Interested persons should submit references/testimonials for previous work experience.

Reference names and contact information must be provided as well as the relevant qualification/s for the specific job post being applied for.