



## VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

**This announcement will be posted internally for 10 business days.**

*To apply, complete an application and attach a copy of Degree/ Transcripts, Résumé, and Three Reference Letters. Submit the completed application packet to Office of Human Resources & Labor Relations in the respective district.*

### Chief Correctional Officer

<i>Department:</i>	Juvenile Justice- Youth Rehabilitation Center	<i>Location:</i>	St. Croix
<i>Classification:</i>	Classified Non-Union- PC#1216	<i>Fund:</i>	General
<i>Salary:</i>	\$60,000	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 23, 2014	<i>Closing Date:</i>	Open Until Filled

### BROAD SCOPE OF POSITION

The Chief Correctional Officer is responsible for the overall supervision of all inmate recreational activities, making determinations as to the use of designated areas and maintaining proper security and control of inmates by insuring that correctional supervisors post correctional officers in strategic locations to provide proper supervision. Considerable knowledge of Youth Rehabilitation policies, programs and objectives. Also a thorough knowledge of institutional operations, knowledge of individual and group attitude and behavior of residents. Ability to assign and supervise work detail of correctional supervisors.

### QUALIFICATIONS

Completion of the twelfth grade or its equivalence, supplemented by courses in correction or law enforcement and supervision and five years of experience as a Senior Correctional Officer or two years of experience as a Supervising Correctional Officer. Education above the high school level can be substituted for one year of the required experience.

### HOW TO APPLY

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents; birth certificate, social security card, high school diploma/degree and resume. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave. You may obtain a copy of the full job description from the Office of Human Resources.

THE GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF HUMAN SERVICES  
IS AN EQUAL OPPORTUNITY EMPLOYER



Deputy Commissioner, Human Resources and  
Labor Relations





GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Human Services**

Office of Human Resources and Labor Relations

## VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

**This announcement will be posted internally for 10 business days.**

This is not a complete job description. Complete descriptions can be obtained from the Office of Human Resources in your respective districts.

### Correction Officer

**(2 Vacancies)**

<i>Department:</i>	Juvenile Justice	<i>Location:</i>	St. Croix
<i>Classification:</i>	Classified-PC#777,765	<i>Fund:</i>	General
<i>Salary:</i>	\$27,000 - *(CU01/01)	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 23, 2014	<i>Closing Date:</i>	October 04, 2014

### BROAD SCOPE OF POSITION

A Correction Officer is under the immediate supervision of a Senior Correction Officer. Correction Officers are responsible for safe-guarding, training and supervising residents. Duties include but are not limited to: maintaining control and discipline among residents; conducting inspections for contraband; transporting residents between St. Croix and St. Thomas, to school or other appointments; preparing reports; impartially enforcing rules, regulations and requirements of the Youth Rehabilitation Center; acting courageously, quickly and effectively in an emergency.

### QUALIFICATIONS

Completion of High School or its equivalent supplemented by the successful completion of a prescribed on the job training; courses in correctional techniques, and some experience which requires dealing effectively with people individually or in groups. Must be a US Citizen, at least twenty (20) years of age and not have reached his/her forty six (46) birthday. Must successfully pass Civil Service Written Examination, physical agility test, psychological exam, oral board interview, as well as a background checks. A waiver may be granted on the written examination by the Director of Personnel for those applicants that possess a degree from an accredited institution in the areas of police science, fire science and criminal justice including criminology, forensic science, fire prevention, accounting, public administration or business administration.

### HOW TO APPLY

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents; birth certificate, social security card, high school diploma/degree and resume. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave. You may obtain a copy of the full job description from the Office of Human Resources.

THE GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF HUMAN SERVICES  
IS AN EQUAL OPPORTUNITY EMPLOYER

Deputy Commissioner, Human Resources and  
Labor Relations





GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Human Services**

Office of Human Resources and Labor Relations  
Payroll Operations

## VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

**This announcement will be posted internally for 10 business days.**

This is not a complete job description. Complete descriptions can be obtained from the Office of Human Resources in your respective districts.

### Intake Counselor

**(1 Vacancy)**

<i>Department:</i>	Intake & Emergency Services	<i>Location:</i>	St. Croix
<i>Classification:</i>	Classified – 0954	<i>Fund:</i>	Federal
<i>Salary:</i>	\$27,386 (US2201)	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 22, 2014	<i>Closing Date:</i>	October 03, 2014

### DEFINITION

This employee is responsible for providing general casework services of a less technical nature. Assumes the need as presented by the client and determines services that would best meet their needs. This employee plays a supportive role to clients and social workers. Opens case files for clients, completes required forms, and prepares emergency financial requests, indigent burial applications, summaries, case narrative, referrals and other correspondence as needed. Work is performed in an office setting and in the field.

### QUALIFICATIONS

Associates Degree in Social Science or related field or High School Diploma/GED with two (2) years experience providing direct services to clients or general casework services.

### HOW TO APPLY:

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents: birth certificate, social security card, high school diploma/degree and résumé. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave.



Asiah Clendinen  
Deputy Commissioner of Human Resources and  
Labor Relations

THE GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF HUMAN SERVICES  
IS AN EQUAL OPPORTUNITY EMPLOYER





GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES  
**Department of Human Services**

Office of Human Resources and Labor Relations  
and Payroll Operations

## VACANCY ANNOUNCEMENT

The Department of Human Services seeks candidates interested in the following position.

**This announcement will be posted internally for 10 business days.**

This is not a complete job description. Complete descriptions can be obtained from the Office of Human Resources in your respective districts.

### Social Worker III

**(1 Vacancy)**

<i>Department:</i>	Children & Family Services- Juvenile Justice	<i>Location:</i>	St. Croix
<i>Classification:</i>	Classified -PC#0443	<i>Fund:</i>	Federal
<i>Salary:</i>	\$37,571 +10%	<i>Full/Part-Time:</i>	Full-time
<i>Posting Date:</i>	September 22, 2014	<i>Closing Date:</i>	Open Until Filled

### BROAD SCOPE OF POSITION

A Social Worker III performs intensive professional social work and rehabilitation counseling to clients who require support and guidance in handling their problems. A Social Worker III assumes a leadership role in the planning and provision of comprehensive psychological or rehabilitation services to complex cases involving multiple and complicated social problems, and physically and mentally handicapping conditions. This person provides competent individual, family and group treatment services. Additionally, they prepare and maintain comprehensive case records on each client in accordance with local and federal standards. A Social Worker III must have knowledge of human development theory and psycho-social treatment process; knowledge of rehabilitation counseling theories, mission and practices; and knowledge of local laws, rules, regulations and procedures of the department. A person in this position will be required to attend court hearings.

### QUALIFICATIONS

MSW in Social Work, MS in Rehabilitation Counseling or a MA in Social Sciences, plus two year social work experience; or BSW and three year social work experience; or BA in Social Sciences and five years social work experience. **Necessary Requirement:** License to practice Social Work in the Virgin Islands.

### HOW TO APPLY:

All internal employees must complete a transfer/promotion form and be certified by the Division of Personnel for the position in which they are applying for. All other applicants must complete an application at the Division of Personnel and submit the following documents: birth certificate, social security card, high school diploma/degree and résumé. This position is eligible for benefits, including participation in retirement, health, dental, life/AD&D, and disability plans, sick and annual leave. You may obtain a copy of the full job description from the Office of Human Resources.

THE GOVERNMENT OF THE VIRGIN ISLANDS  
DEPARTMENT OF HUMAN SERVICES  
IS AN EQUAL OPPORTUNITY EMPLOYER

  
Asiah Clendinen  
Deputy Commissioner of Human Resources and  
Labor Relations