



## Caribbean Christian Centre for the Deaf (CCCD) Invites applications for the following posts

- Teacher for CSEC English & CSEC Social Studies, with the ability to teach CSEC Human & Social Biology (**Kingston**)
- HEART TRUST/NTA Coordinator/Instructor - Contract - **CCCD Community Training Intervention Programme - CTI (Montego Bay)**
- HEART TRUST/NTA Instructor for Housekeeping - Contract (**Montego Bay**)
- HEART TRUST/NTA Instructor for Data Operations - Contract (**Knockpatrick**)
- Social Enterprise Officer - SEO (attached to the Head Office, **Kingston**; stationed at **Jamaica Deaf Village, Mandeville**)
- Chef (**Kingston**)

### WHO CAN APPLY?

- **ALL Applicants:**
  - A Bible-believing Christian, being saved by God's grace through Jesus Christ with the conviction and guidance of the Holy Spirit; willingness to acknowledge our mission and statement of faith ([found on our website](#)) and Code of Ethics;
  - At least Level 2 of Jamaican Sign Language (JSL) and good written English; fluency in both languages preferred
- **Per Post:**
  - At least a Diploma in Deaf Education and/or Special Education with the ability to teach English Language and Social Studies and/or Human & Social Biology to teach up 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, Kingston**];

### 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 at all times 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
- 2 years teaching experience with the Deaf, knowledge of HEART TRUST/NTA policies and procedures, TVET/CBET system, and computer literacy; VTDI or Teacher Diploma or relevant professional qualification such as UTECH/Technical Diploma **OR** other Diploma **OR** at least Level 3 certificate in Data Operations [**Contracted Instructor, Knockpatrick**];
- 2 years teaching experience with the Deaf, knowledge of HEART TRUST/NTA policies and procedures, TVET/CBET system, and computer literacy; VTDI or Teacher Diploma or relevant professional qualification such as UTECH/Technical Diploma **OR** other Diploma **OR** at least Level 3 certificate in Housekeeping [**Contracted Instructor, Montego Bay**];
- VTDI or Teacher Diploma or relevant professional qualification such as UTECH/Technical Diploma **OR** diploma in supervisory management with emphasis on financial management, basic management/supervision and marketing skills; 2 years related industry experience, and knowledge of HEART TRUST/NTA, and relevant policies and procedures, labour laws, TVET/CBET system [**HEART TRUST/NTA Community Training Intervention (CTI) Coordinator**].
- Bachelor's Degree in Business/Social Entrepreneurship, Sales/Marketing, Administration or a closely related field preferred; a minimum of 3 years of progressively responsible experience in Business Development or a related field, with 3 or more years at the management level; and significant experience in a leadership role working with managers, administrators and supervised staff. [**Social Enterprise Officer- SEO**]
  - Under the supervision and guidance of the Executive Director, the SEO is responsible for leading the Social Enterprise Department by supervising and monitoring the managers in implementing, maintaining and expanding all social enterprise projects and conducting research and proposal development activities.
- You must possess appropriate training with a minimum of a Diploma (or HEART Food Preparation at Level 3) along with a minimum of 5 years' experience at the supervisory level. You will be required to coordinate all kitchen-related activities including ensuring a clean and well-kept kitchen and dining area, delegating tasks to kitchen staff, ordering and maintaining inventory of food supplies, appliances and equipment, menu planning, food preparation, maintaining consistently good food quality and presentation, training subordinates, and undertaking other related administrative duties. Previous experience in a school canteen would be an asset. [**Chef, Kingston**]

- Reference names and contact information **must be provided** in the resumes for all applications. Further details of these posts can be obtained on our website via the link:

<https://drive.google.com/file/d/1FOOeV4GpuXGgJn6ux4RnhhaXdPbPThN8/view?usp=sharing>

We thank all applicants; however, only those shortlisted will be contacted for interviews. Please submit applications with resumes by **Friday, April 5, 2019** to:

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