



## **GENERAL MANAGER**

Reporting to the Chairman, the holder of this position will be the operational business leader and fiscal decision maker responsible for care and protection services at Frances Bodden Children's Home and therapeutic services at Bonaventure Boys' Home.

The job involves:

- effective leadership and oversight of the entire operation
- strategic involvement with developments and service expansion
- planned progress on resident development
- managing staff performance
- financial probity, public relations, inter-agency liaison
- recruitment and employee development

The General Manager is also responsible for monitoring trends, health and safety for both staff and residents, ensuring best practices are maintained for care and protection, education and therapeutic provision.

This leadership role requires the post holder to possess good problem-solving skills for complex and sensitive matters, effective decision making, excellent reporting and communication capabilities, and competence in multi-tasking and organisation development.

There is emphasis on achieving high results for the development of the residents and this requires the General Manager to be actively involved in planning, implementation and evaluation of all aspects of the Foundation's work.

Candidates therefore will need to be proven professionals in youth care, protection and therapeutic services with success in delivering and managing youth development treatment, care and protection and family services.

### **Education:**

- A Master's degree in Criminal Justice, Social Work, Psychology, Counselling or equivalent and at least a Diploma in Leadership and Management in Care Services, Public Service Policy and Management or equivalent.

### **Skills/Abilities:**

- At least 10 years' experience in management, planning and financial oversight including experience within a residential care/treatment facility for youths
- Have a strong understanding of psychology/behaviour management principles
- Have an excellent handle on the English language, written and spoken, in a manner sufficient for effective communication with executive leadership and staff.
- Must have basic computer skills with a working knowledge of Microsoft Office Suite.
- Must be able to problem solve effectively.
- Must be able to handle sensitive matters with discretion and integrity.

- Must have good people development and management skills.

**Certifications:**

- Valid Driver's License.
- First Aid and Water Safety
- Child Protection Training

**Supervisory Responsibility:**

- Oversees the recruitment process for all staff.
- Oversees the Training of all staff including the supervisors and managers.
- Annually performance reviews to all direct staff and oversee the program for all foundation employees.
- Oversees time and attendance for all staff and checks time sheets regularly.
- Reviews payroll and approves for departments/staff assigned.

Also included is a benefits package including a non-contributory pension plan and health insurance.

Salary will be commensurate with experience in the range of **KYD \$101,436.00 - \$111,996.00** per annum.

The application together with a comprehensive CV and cover letter should be sent to:  
The Chairman, CAYS Foundation, PO Box 30718, Grand Cayman, Cayman Islands, KY1-1203 or to  
[Katrina.McLaughlin@cays.org.ky](mailto:Katrina.McLaughlin@cays.org.ky) by **August 6, 2022**.

Candidates will be sent an application package which will explain further requirements.