



IDENTIFICATION

| Department | Position Title | |
|-----------------|---|-------------------------|
| Justice | Warden, South Mackenzie Correctional Centre | |
| Position Number | Community | Division/Region |
| 82-0255 | Hay River | Corrections/South Slave |

PURPOSE OF THE POSITION

The Warden of the South Mackenzie Correctional Centre (SMCC) reports to the Assistant Director Facility Operations of the Corrections Service and is responsible for the management, operation and administration of the financial, physical and human resources at the SMCC. The Warden is responsible for the delivery of the security operations and persons in custody programs so that persons in custody and staff are safe and secure and public safety is upheld. As a member of the Corrections team, the Warden ensures the ongoing provision and evaluation of policy and services which supports the Corrections Mission, Vision and Value statement.

SCOPE

The Warden, SMCC scope of work includes:

- Reports to the Assistant Director Facility Operations.
- Responsible for the management of \$5,354,000 budget (salaries and O&M).
- Full signing authority for public and trust funds.
- Management of food services.
- Direct supervision of 10 full time permanent staff with a total of 35 permanent full time positions.

- Approximately 20 Relief employees.
- SMCC Persons in custody Capacity is 60 persons in custody.
- Management and oversight of all security, persons in custody programs and all human, physical and financial resources.
- Ensures persons in custody are managed in the least restrictive manner and provides opportunities for their rehabilitation and reintegration.
- Ensure persons in custody rights are upheld.
- Develops effective linkages with community stakeholders, community corrections, RCMP, and other Government of the Northwest Territories (GNWT) departments.
- Develops and issues Standing Operating Procedures for the facility so that operations are in compliance with divisional directives and Territorial and Federal Legislation.
- Work must be in compliance with Federal and Territorial legislation such as (NWT *Corrections Act* and Regulation, *Safety Act*, *Public Service Act* (NWT), *Corrections and Conditional Release Act*, *Prison Reformatories Act*, *Criminal Code*, *Access to Information Privacy Protection Act*.
- While on duty is a Peace Officer as designated under the *Criminal Code*.
- Makes decisions on persons in custody transfers to correctional facilities of various security levels within the GNWT.
- Makes release decisions regarding medium and low risk persons in custody.
- Makes decisions on persons in custody appeals.

RESPONSIBILITIES

1. **Manages and is accountable for the physical building and financial services within department and GNWT policy and legislation:**
 - Responsible for managing facility within the allocated budget.
 - Manages and monitors the budget and develops action plans to deal with variance deficiencies.
 - Develops budget projections.
 - Effectively manages contracts and tenders.
 - Accountable for financial reporting for the Exchange of Services with Correctional Service of Canada (CSC) and the Government of Nunavut.
 - Develops, maintains and manages the capital and O&M plans.

- Monitors compliance with GNWT and Departmental Policies, and Federal and Territorial legislation. Ensures procedures are followed and legal clarification requested when required.
- Researches, evaluates and develops standing orders based on legislation, acts.
- Identifies issues and provides expert advice to Corrections Headquarters (HQ) with respect to challenges/developments in facility.
- Participates in Divisional Managers meeting.

2. Manages and is accountable for the delivery of dynamic and static security and safety programs.

- Monitors and enforces compliance with security and safety standards, standing orders and divisional directives.
- Manages the progressive persons in custody discipline and ensures persons in custody rights are protected in the process.
- Responds to persons in custody appeals.
- Manages programs for visits and provides for secure escorts and persons in custody transportation.
- Manages the Health Care Program for persons in custody.
- Manages the physical plant ensuring it is safe and secure for staff, persons in custody and the public.
- Ensures legislative requirements are met for an effective Occupational Health and Safety program.
- Monitors safety and security reports and ensures appropriate action is taken.
- Monitors and evaluate the risk assessment of persons in custody.
- Ensures Standing Orders are current and are comprehensive.
- Ensures effective communication processes are in place, such as Staff, OH&S, Joint Consultation meetings and Persons in custody Advisory Committee meetings.
- Identifies organizational risk areas and develops mitigation strategies to minimize that risk.

3. Manages and is accountable for all staff of SMCC.

- Participates in the development of succession planning and human resource strategies for the Division.
- Manages labour relation issues in consultation with the labour relations advisors.
- Acts as first level grievance respondent.
- Coordinates staffing requirements and participates in recruitment activities.
- Supports the Government Affirmative Action goals in recruitment and promotion strategies.
- Ensures effective Performance Management and Career Development for all staff.
- Develops and monitors a facility training plan for staff ensuring legislative training requirements are met and training needs for the safety of all.
- Completes and reviews performance appraisals.
- Manages the staff progressive discipline process.
- Participates in division investigations as required.

4. Manages and is accountable for effective programming and case management for persons in custody.

- Builds effective relationships with inter-agency groups, Community Corrections, Community Justice and Correctional Service of Canada to provide for and enhance reintegration opportunities for persons in custody.
- Provides oversight for the persons in custody programs at the facility and works with other correctional staff to ensure programming meets the needs of the female and special needs male persons in custody.
- Liaises with inter-jurisdictional partners for the safe transfer and supervision of persons in custody.
- Coordinates the training of staff so that there is effective delivery of persons in custody programs.
- Ensure that all persons in custody are reviewed against the established criteria for release at their first eligibility date.

KNOWLEDGE, SKILLS AND ABILITIES

- Demonstrated leadership skills and ability to engage others.
- Demonstrated ability to build and lead a team to meet the organizations goals.
- Demonstrated systems thinking and action management.
- Demonstrated people management.
- Demonstrated sustainable management skills.
- Demonstrated ability to manage labor relations issues.
- Demonstrated communication skills.
- Demonstrated ability to work with diverse groups and various special interest groups.
- Demonstrated knowledge of correctional practices and programs.
- Demonstrated problem solving and decision making skills.
- Exemplifies the values of the organization through actions and deeds.

Occupational Requirements (Some occupational requirements may be proven at the time of application*, the remaining physical requirements are assessed by a physician.)

- Satisfactory criminal records check*
- Acceptable hearing acuity
- Acceptable ability to speak clearly, loudly and quickly
- Acceptable visual acuity

TYPICALLY THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

A Bachelor's Degree in Social Sciences or a related field with ten years of progressively more responsible corrections service experience, including direct correctional facility management experience. Awareness of northern Aboriginal traditions and values would be an asset.

Previous supervisory experience of staff in an operational setting is required. Experience in managing a budget and determining variances is required.

WORKING CONDITIONS

Physical Demands

Physical confrontations with persons in custody, who are high risk, who may be highly emotional or agitated due to mental, physical stress occurs approximately 1-3 times per month with a high degree of intensity.

Environmental Conditions

Although the Warden spends the majority of his\her time within an office environment, it should be noted that there is a highly recognized element of danger when working in close quarters with violent and potentially high risk persons in custody and therefore specialized and specific training is required in the event of confrontation, and the high risk associated with incidents within Justice correctional facilities. It is also not uncommon for individuals within these correctional facilities to be carriers of infectious diseases such as Hepatitis A, B, and C, HIV/AIDS. Specific precautions and a defined level of awareness must be maintained at all times.

The incumbent works in a correctional facility where there are persons in custody contact on a daily basis.

Sensory Demands

The Warden spends countless hours in front of computer monitors, reviewing and/or composing documentation, plans, applications, decisions, etc. Specific vision abilities required by this job include close vision and the ability to continually adjust focus. The Warden also spends hours in meetings, boardrooms, and presentations and one's ability to remain focused, while considering all aspects of the situation is key to making good decisions. The ability to both listen and absorb facts is critical to this position.

Mental Demands

The incumbent will be required to interact with persons in custody who are agitated. There is potential exposure to hostile and unpredictable situations that may pose a safety risk. Further, the incumbent may be subject to phone calls and unplanned community contacts from hostile clients or family members during off duty hours. Incumbent may be recalled to duty when unusual situations occur.

This position is prone to increased levels of stress due to challenging and sometimes conflicting operational demands, day to day requirements, strategic demands, positioning of priorities and the expectations associated to 24/7, 365 days a year operations.

Expectations at this level can be extremely demanding and therefore stressful, and requires absolute expertise in many highly complex and specialized areas within the division. The incumbent must be clear, precise, and cautious when providing recommendations or implementing solutions at this level.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☒ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applies)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

- ☐ French preferred

Aboriginal language (Choose a language)

- ☐ Required
- ☐ Preferred