



IDENTIFICATION

Department	Position Title	
Justice	Deputy Warden	
Position Number(s)	Community(s)	Division/Region(s)
82-Various	Various	Corrections/Various

PURPOSE OF THE POSITION

The Deputy Warden assists in managing the correctional/youth centre operations, programs and administration of the facility, within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Division, in order to provide safe and secure custody, rehabilitation and reintegration of sentenced and remanded Offenders. As part of the facility management team, will ensure the ongoing provision and enforcement of policy, services and coordination of programs across facilities within the Corrections Mission, Vision and Value statement.

SCOPE

- Reports to the Warden.
- Direct supervision of up to 8 staff.
- Assumes signing authority in absence of Warden.
- Full signing authority for public and trust funds up to \$20,000.
- Participates in the management of food services.
- Is a Peace Officer while on duty.
- Work is directed by legislation (Nursing Profession Act, Emergency Medical Aid Act, Mental Health Act, Pharmacy Act, Criminal Code of Canada, Youth Criminal Justice Act, Young Offenders Act and Territorial GNWT Corrections Act, Public Service Act, Access to Information Privacy Protection Act); and specific policies (Corrections Service Directives, Territorial Safety Acts and Legislation and the HR Manual, Code of Ethics, GNWT Code of Conduct and the NWT Standards of Nursing Practice).

RESPONSIBILITIES

1. Assists in managing the delivery of security services, within departmental guidelines, to ensure the safety of society, offenders and staff.

- Researches and develops post orders and standing orders based on headquarters directives, and recommends changes to directives.
- Ensures compliance with post orders, standing orders and divisional directives.
- Maintains on-going communication with all facility staff, including routine site visits, to ensure competency in the provision of services to offenders.
- Ensures lawful custody of offenders (i.e. warrants, court orders, etc.).
- Monitors behaviour of offenders, assesses and intervenes (when required).
- Reviews safety and security reports as required.
- Manages the progressive discipline process and applies disciplinary action.
- Manages, develops and recommends the process, control mechanisms and procedures for visits, escorts, and offender transport.
- Coordinates the recording, reporting and transporting of offender movements, escorts, contractor, and supporting agency staff within and outside the facility and takes appropriate action when necessary.
- Interprets safety and security reports and takes appropriate action.
- Manages, develops and recommends contraband control (searches and frisks) and implements when appropriate.
- Ensures lawful custody.
- Monitors and addresses adherence by staff to dress and deportment to reflect professional standards and adherence to health and safety regulations.
- Monitors compliance with departmental and legal protocol, ensuring procedures are followed and legal clarification requested when required.

2. Monitors and provides direction in the management of facility programming for offenders within departmental guidelines, in order to provide opportunities for rehabilitation and reintegration into society.

- Researches, coordinates, implements and evaluates programs based on needs identified in risk assessments (i.e. recreation, drug and alcohol counseling, anger management, cog-skills, traditionally based, etc.).
- Ensures core programs are certified and meets Corrections Service Canada standards in order to retain Federal Offenders.
- Recommends the training of staff in support of programs.
- Develops yearly program plan and offender program schedules.
- Ensures completion of risk assessments for all offenders.
- Monitors and evaluates the development of case management process.
- Monitors offender progress in all facets of institutional programming.
- Reviews progress reports and ensures documentation is completed in support (for court and community workers).

- Ensures that all reports submitted are reviewed for adherence to case management/security standards.
- Participates in making decisions affecting offenders (i.e. Temporary Absence Meetings and Pen Placement Meetings).
- Review program reports and offender assessments at the completion of each program.
- Provide support to contractors and supervise programs under contract.
- Monitors the sentence administration process for compliance including and timely sentence calculations and filing procedures.
- Liaise with the Correctional Services of Canada in compliance with the Exchange of Services Agreement.

3. Assists in the management of staff resources within departmental guidelines to ensure an effective, efficient and motivated staff and a safe and secure working environment.

- Assists Warden in the identification of staffing requirements and action of the staffing process for supervisor, frontline and support staff.
- Manages and approves employee leave to ensure effective facility operations.
- Reports on facility attendance and overtime issues.
- Ensures timely and accurate completion of Workers Compensation Board safety reports.
- Participates in the development of succession and human resources strategies for the Division.
- Recommends training and education for staff and delivers training where appropriate.
- Coordinates/ facilitates training in support of staff development.
- Completes and reviews performance appraisals.
- Participates in facility labour relation issues.
- Facilitates the progressive discipline process and administers disciplinary action.
- Controls work schedules and priorities set by Supervisors for shift scheduling.
- Participates in and ensures regular Joint Consultation, Staff and Health & Safety meetings are conducted.

4. Assists in the management of offender and facility services within departmental guidelines.

- Timely completion of monthly statistical reports.
- Responsible for operating budgets in assigned area.
- Assists in budget preparation and projection.
- Prepares requests for proposals for programs under contract
- Assists in FMB, Capital and O&M planning.
- Assists in the strategic planning for the Correctional Centre.
- Approves maintenance repair requests.

- Identifies issues and provides expert advice to Warden with respect to challenges developments and concerns in facility.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven management skills and sound financial practices including budget reporting.
- Proven leadership, problem solving and team building skills.
- Ability to supervise staff and motivate people/teams to develop their full potential.
- Ability to think strategically to plan and implement actions that achieve future goals.
- Ability to manage a diverse set of responsibilities and coordinate multiple activities.
- Ability to lead and direct during crisis situations.
- Excellent management skills and financial practices.
- Excellent theoretical understanding of human behaviour and adult offender issues.
- Proven ability to assess and evaluate human behaviour.
- Strong interpersonal skills with the ability to effectively communicate orally (negotiate, mediate and arbitrate issues) and in writing.
- Ability to work in a diverse environment.
- Proven understanding of corrections policies, procedures and security operations.
- Knowledge of practical corrections techniques with the ability to assess sound judgment exercised by staff in the application (use of restraints, non violent crisis intervention, Suicide Intervention).
- Ability to interpret court documents (i.e. warrant of committals, fine defaults, remand warrants etc.).
- Proven labour relations ability and ability to manage staff.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications.
- Knowledge of Occupational Health and Safety (WHMIS).
- Ability to work with a wide range of community and special interest groups.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Social Sciences or a related field with 7 years of progressively more responsible corrections services experience, including 3 years current operational/ case management supervisory experience.

Previous supervisory experience of staff in a case management/operational setting is required, as is recent experience in managing a budget. Incumbent must be first aid and CPR certified and possess a Class 4 driver's license. Awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

The incumbent works in a secure environment where there may be exposure to communicable diseases, this rate of exposure increases when the incumbent is engaged in direct intervention with the offenders.

Sensory Demands

No unusual demands.

Mental Demands

The incumbent will be required to interact with offenders who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behaviour that poses a significant safety risk. Incumbent may be subject to phone calls and unplanned community contacts from hostile offenders or family members during off duty hours.

ADDITIONAL REQUIREMENTS

Position Security

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