



## IDENTIFICATION

Department		Position Title	
Justice		Traditional Counselor & Liaison Officer	
Position Number(s)	Community(s)	Division/Region(s)	
82- 8156, 10094	Yellowknife, Fort Smith	Corrections/NSCC, SMCC	

## PURPOSE OF THE POSITION

The Traditional Counselor & Liaison Officer assists clients towards opportunities to develop an understanding of traditionally based spirituality, while exposing them to traditional ceremonies and belief systems. The incumbent provides offender services, 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 team, will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

## SCOPE

- Reports to the Deputy Warden.
- Delivers traditional based programs to clients on an individual basis or a group setting.
- Client need levels will include low, medium and high-risk offenders.
- Liaisons with program staff and management regarding traditional programming.
- May provide escort services for inmates and is completely responsible for the individual while in custody.
- Limited spending authority for public and trust funds.
- Is a Peace Officer while on duty.
- Work is directed by legislation (Federal-Corrections Conditional Release Act, Corrections Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Young Offenders Act, Canadian Charter of Rights and Freedoms 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).

## **RESPONSIBILITIES**

### **1. Provide traditional based programming for clients, within established guidelines, in order to provide opportunities for rehabilitation and reintegration into society.**

- Coordinates, facilitates, a structured traditional based program which provides clients with the opportunity to facilitate and further develop their understanding of traditional spirituality.
- Provides individual counseling and support to clients as required.
- Coordinates, facilitates various traditional ceremonies either in groups or individually.
- Provides advice and information to staff and management on issues of traditionally based spirituality.
- Provides advice, information and resources to program staff as required.
- Follows and maintains established health, safety and security procedures.
- Escorts and transports inmates on visits, community outings, etc. as required.
- Identifies, initiates and participates in the development of community based programming to meet offender's dynamic needs.
- Adheres to staff dress and deportment to reflect professional standards and adherence to health and safety regulations.

### **2. Liaises with case management staff and/or community agencies/groups in order to facilitate the rehabilitation and reintegration of clients into society.**

- Screens, interviews and identifies suitable client-candidates.
- Gathers information through file reviews, interviews and contact through community resources.
- Monitors behaviour of inmates, assesses and intervenes (when required).
- Monitors and provides evaluations to case officers.
- Monitors and provides evaluations to community agencies on client's progress, within established Divisional and NSCC / SMCC guidelines and in accordance with ATIPP.
- Provides input into the case plan, progress of offenders and release process in all facets of institutional programming and work programs.
- Provides feedback and makes recommendations to case plan with respect to offender progress.
- Participates, as necessary, in the development of offender reintegration case plans.

### **3. Provides safe and secure custody within established Divisional guidelines, to ensure the safety of society, clients and staff.**

- Follows and maintains established health, safety and security procedures.
- Observes and assesses client behaviour in relation to safety and security, and intervenes when appropriate.
- Interprets and submits safety and security reports where appropriate.
- Applies informal and formal disciplinary measures to client when required.
- Maintains on-going communication with all facility staff, including routine site visits, to ensure competency in the provision of services to offenders.

- Participates in regularly scheduled offender meetings.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of traditional based programming.
- Thorough knowledge of communities and resources in the Northwest Territories.
- Proven theoretical understanding of human behaviour and offender issues.
- Excellent interpersonal skills including problem solving, decision-making and facilitation.
- Proven interpersonal skills with the ability to effectively communicate orally and in writing.
- Ability to work in a diverse environment.
- Ability to develop community members (volunteers and agencies), in both experiential and formal learning approaches.
- Ability to think objectively.
- Knowledge of Corrections policies and procedures.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications.
- Proven knowledge of practical corrections techniques with the ability to exercise sound judgment in application (non violent crisis intervention, suicide intervention).

### **Typically, the above qualifications would be attained by:**

A Post Secondary Certificate in a Social Sciences related field with 1 year of progressively more responsible experience in a counseling field.

Incumbent must be First Aid and CPR certified and possess a Class 4 driver's license. Strong awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

### **WORKING CONDITIONS**

#### **Physical Demands**

Threat of physical confrontation with clients, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately once per month for a high degree of intensity.

#### **Environmental Conditions**

The incumbent works in an office where there is exposure to communicable diseases, this rate of exposure increases when the incumbent is engaged in direct intervention/case management with the offenders.

**Sensory Demands**

The incumbent must use the combined senses of sight, touch, smell and hearing to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, inmate groupings/gangs).

**Mental Demands**

The incumbent will be required to interact with clients 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. Further, the incumbent works in a secure environment that, isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

Physiological after-effects (counselling on a day-to-day basis absorbing offender problems, which at time can be very emotional).

**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