



## IDENTIFICATION

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

## PURPOSE OF THE POSITION

The Corrections Officer supervises incarcerated adults in accordance with operational standards established in the NWT Corrections Division, in order to provide safe and secure custody, rehabilitation of offender and to facilitate the reintegration of offender into their communities. As part of the facility operations team the incumbent will ensure the ongoing provision and enforcement of policy and services in accordance with the Corrections Mission, Vision and Value statement.

## SCOPE

- One of several similar positions (between 3 and 16) reporting to a shift supervisor.
- Works in any post as assigned.
- Supervises up to 40 adult inmates.
- Participates in the orientation, training and mentoring of new employees.
- Is a Peace Officer while on duty.
- Work is carried out subject to the provisions of the *Criminal Code of Canada*, the *Charter of Rights and Freedoms*, the *Prisons and Reformatories Act* (Canada), the *Corrections Act* (NWT), the *Public Service Act* (NWT), policies such as the Corrections Service Directives, Institutional Standing Orders and the Human Resource Manual.

## **RESPONSIBILITIES**

- 1. To ensure a safe and secure setting that contributes to a healthy living and therapeutic environment for inmates while ensuring the safety of public, inmates and other staff by.**
  - Assisting in or completing intake and discharge functions.
  - Responding to offender requests, complaints or allegations, and exercising decision-making authority in these matters where appropriate.
  - Directly supervising inmate activities, enforcing rules and standards of behavior in doing so.
  - Participating in scheduled offender activities and meetings, observing and assessing offender behavior and intervening when appropriate.
  - Observing and collecting information and writing various reports on recommendations of security, safety, personnel issues, incidents, accidents, and young offender, behaviour/ progress and other operational issues as requested or required.
  - Assessing on a daily basis, inmate needs, behaviours, and interactions with others.
  - Monitoring, recording and reporting inmate movements within and outside the facility.
  - Distributing bubble pack medication as per Nurse/ Pharmacist instructions.
  - Transporting pharmaceuticals and laboratory samples in accordance with facility standing orders.
  - Escorting and transporting inmates on visits, to court, to community outings, etc.
  - Planning and conducting unit inspections for the purpose of identifying and resolving safety, security and health concerns.
  - Planning and conducting unit searches and frisks of inmates for the purpose of maintaining contraband control and ensuring facility security and integrity is maintained.
  - Applying consequences, monitoring behavior and documenting outcomes.
  - Participating in or delivering relevant staff training.
  - Mentoring new staff to competently perform frontline role.
  - Adhering to staff dress and deportment standards to reflect professional standards and adherence to health and safety regulations.
  - Maintaining knowledge in respect of interpreting legal documents and offender finances to ensure adherence to the intake/ release process, policies and procedures.
  - Assisting with crisis intervention in all areas of critical incident management at the facility.
  - Following institutional security and safety procedures.

**2. To supports case management and programs, within established guidelines, in order to prepare inmates for reintegration into society by.**

- Providing support to facility programming for inmates in order to facilitate opportunities for inmates to address their criminogenic needs.
- Providing input into inmate case plans through documentation of positive and negative relationships, impact of programs on offender's ability to apply skills and knowledge within the corrections environment.
- Completing initial inmate risk assessments.
- Interacting with offenders to understand and monitor their progress in all facets of institutional programming.
- Writing progress reports and notes on running records.
- Providing input to case managers and makes recommendations that may impact case plans with respect to offender progress.
- Assisting with support to offender case management and reintegration plans.
- Orientating and assisting inmates in accessing programs.
- Counseling and supports inmates as required.
- Supporting case managers in the application of policy and procedures, in order to prepare young offenders for reintegration into society.
- Supporting, participating in or planning offender activities (i.e. programs, recreation, volunteer/community service, on the land program, discussions on sexuality, drug and alcohol discussions, etc) as required thus providing offender with opportunities for behavioral change.
- Assisting in writing offender progress and court reports, making recommendations on assigned inmates for court and community workers.

**3. To manage offenders to assist in motivating inmates contribute to a safe and secure working environment by.**

- Facilitating individual and unit meetings to provide inmates with clear communications and appropriate direction relevant to policy and procedure covering safety, security, health and operational matters.
- Acting as a positive role model for inmates.
- Leading and directing responses in emergency situations or critical incidents.
- Performing personal observations of offender performance, reviewing running records and reports, recommending appropriate programs to inmates and to case managers.
- Addressing behavioural issues in a constructive manner.
- Mediating staff and offender disputes as necessary and working to ensure a contribution to a positive level of morale.
- Communicating with other facility staff on offender issues to ensure group involvement and knowledge is solicited.
- Assisting in the provision of resident and facility services within established guidelines.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven leadership and team building skills.
- Demonstrated ability to act appropriately during crisis/stressful situations.
- Demonstrated understanding and ability to assess human behavior and offender issues.
- Demonstrated problem solving and decision making skills.
- Proven interpersonal skills with demonstrated verbal and written English communication skills.
- Demonstrated ability to work in a diverse environment.
- Demonstrated understanding of corrections policies and procedures.
- Demonstrated knowledge of practical corrections techniques and theories (i.e. social deviance, mental health, etc.) with the ability to exercise sound judgment in application (use of restraints, non violent crisis intervention, Suicide Intervention).
- Demonstrated ability to interpret court documents (i.e. warrant of committals, fine defaults, remand warrants etc.).
- Demonstrated knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications.
- Demonstrated knowledge of Occupational Health and Safety (WHMIS).
- Class 4 Drivers' License
- First Aid Certification

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

One year post-secondary Certificate in a Social Sciences related field with 6 months of related corrections experience OR

2 years Corrections experience OR

Completion of the NWT Corrections Entry Level Training Program or an equivalent program from another jurisdiction.

## **WORKING CONDITIONS**

### **Physical Demands**

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

### **Environmental Conditions**

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

### **Sensory Demands**

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

### **Mental Demands**

The incumbent will be required to interact with inmates 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.

## **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