



IDENTIFICATION

Department	Position Title	
Justice	Deputy Warden, Male Unit	
Position Number	Community	Division/Region
82-14845	Fort Smith	Corrections Service / FSCC

PURPOSE OF THE POSITION

The Deputy Warden of the Fort Smith Correctional Complex (FSCC) - Male Unit (Deputy Warden) assists in managing the operations of the correctional centre, in accordance with governing Acts, Regulations and Departmental Guidelines, in order to provide safe and secure custody, rehabilitation and reintegration of inmates in a culturally relevant manner.

SCOPE

- Reports to the Warden of the FSCC (Minimum /Medium Security Facility).
- Adheres to Dynamic Supervision Model for staff and inmates.
- Capacity of 21 adult male inmates (remanded and sentenced).
- Inmate population diverse in culture, age and cognitive ability, high likelihood of presenting multiple needs including impact of trauma, mental health and/or addictions issues.
- Assists with management of a combined budget of approximately 2.5 million.
- Delegated signing authority for public and trust funds.
- Direct supervision of up to 10 staff, total Full Time Establishment 21
- Assists with supervision of 12 Corrections Officers, Relief Corrections Officers and other relief staff.
- Main point of contact for communications, inmate management and program delivery.
- Adheres to the Corrections Mission, Vision and Values Statement.
- Is a Peace Officer while on duty.

RESPONSIBILITIES

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

- Ensures the lawful custody of inmates (i.e., warrants, court orders, etc.).
- Ensures compliance with standing orders and divisional directives.
- Researches and develops standing orders based on headquarters directives, and recommends changes to directives.
- Ensures the principles and processes of dynamic supervision of inmates are followed.
- Monitors placement of inmates in facility, ensures inmate placement is managed in the least restrictive means possible.
- Manages the process of recording and reporting inmates movements within and outside the facility.
- Monitors and assesses behaviour of inmates.
- Plans, directs, monitors regular unit inspections for the purpose of identifying and resolving safety, security and health concerns.
- Is accountable for the health, safety and security of all inmates of the facility.
- Implements and directs facility contingency plans in response to emergency situations.
- Manages the controls and procedures for visits, escorts and transports.
- Interprets safety and security reports and takes appropriate action.
- Manages contraband control (searches and frisks) and delivers when appropriate.

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

- Coordinates staffing requirements and supports the staffing process in accordance with the Affirmative Action Policy of the Government of the Northwest Territories.
- Ensures mandated training requirements for staff are met.
- Develops and implements staff development plans.
- Facilitates the progressive discipline process and administers or recommends disciplinary action as appropriate.
- Assists with human resource planning and priorities.

- Manages and approves employee leave and overtime requirements to ensure cost effective and safe facility operations.
 - Supervises and mentors staff.
 - Ensures timely and accurate completion of Workers Safety and Compensation Commission accident reports.
 - Reviews and completes performance appraisals.
 - Recommends discretionary staff training where appropriate.
- 3. Leads case management process for inmates within departmental guidelines.**
- Ensures completion of the risk assessments for all inmates.
 - Ensures the development of individual case plans for all inmates.
 - Monitors inmate progress throughout case management process, with an emphasis on reintegration of inmates through the Temporary Absence program.
 - Reviews progress reports (for court and community workers).
 - Researches and analyses case management processes to remain current in field, with an emphasis on adult male inmates.
 - Provides recommendations to Warden relevant to the case management process.
 - Fosters partnerships within and outside of facility to support case management process.
- 4. Leads the management of facility programming for inmates within departmental guidelines.**
- Ensures facility programming is relevant to the needs of inmates.
 - Ensures all facility programs (Territorial, Federal and Community) are delivered in a culturally relevant manner.
 - Creates partnerships within and outside facility to support program development and delivery.
 - Researches and analyses program development to remain current and support the rehabilitation of inmates, in particular adult male inmates.
 - Ensures program review and evaluation as required.

5. Assists in the management of inmate and facility services within departmental guidelines.

- Assists with the management of the Psychologist, Nursing and Food services.
- Assists with management of administrative support.
- Assists with communications, correspondence and briefing notes as required.
- Assists in budget preparation, projections and variance reports.
- Completes statistical reports as required.
- Assists in capital and O&M planning.
- Approves maintenance repair requests.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven ability to create and manage dynamic supervision processes.
- Proven management skills, financial practices and corporate planning, modeling proactive and collaborative approaches.
- Proven ability to develop programs and procedures, manage implementation and delivery.
- Proven ability in case management development, implementation and review.
- Strong understanding of program review and evaluation.
- Proven ability to supervise staff and foster a positive work environment for staff.
- Strong theoretical understanding of human behaviour and adult inmate issues, including mental illness.
- Proven ability to assess and evaluate human behaviour, apply proactive intervention methods.
- Proven ability in problem solving skills.
- Strong verbal and written communication skills.
- Strong interpersonal and relationship building skills.
- Proven understanding of corrections policies and procedures.
- Proven knowledge and understanding of cultural relevancy and diversity.
- Ability to apply practical corrections techniques.
- Certified First Aid, CPR, Mental Health First Aid.
- Class 4 Driver's License.

TYPICALLY, THE ABOVE QUALIFICATIONS WOULD BE ATTAINED BY:

A Bachelor's Degree in Social Sciences or a related field. Seven years of progressively more responsible corrections experience, including three years current supervisory experience. Three years' experience in case management/operational setting. (This is not a standard, but rather a "typical" way of learning the required knowledge, skills and abilities.)

WORKING CONDITIONS

Physical Demands

	Frequency	Duration	Intensity
Physical Confrontation	1x per month	5 Minutes	High

Environmental Conditions

	Frequency	Duration	Intensity
Exposure to communicable diseases (TV, HIV, Hepatitis, Cold, Viruses, etc.)	all day	n/a	low

Sensory Demands

	Frequency	Duration	Intensity
Have to be alert (observing, listening, smelling, hearing)	all day	all day	high

Mental Demands

	Frequency	Duration	Intensity
On call	2 weeks/month	all day	moderate
Verbal abuse	10 x a month	5 minutes	high
Physical confrontation (as a threat)	all day	n/a	low
Work in secure custody	all day	n/a	low
Social impact of work on private life	all time	n/a	moderate

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

French language (check one)

- ☐ French required
- ☐ French preferred
- ☒ French not required