



## **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**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
Physical Confrontation	1x per month	5 Minutes	High

**Environmental Conditions**

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

**Sensory Demands**

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

**Mental Demands**

	<b>Frequency</b>	<b>Duration</b>	<b>Intensity</b>
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