



IDENTIFICATION

Department	Position Title	
Justice	Manager Sentence Administration & Systems	
Position Number	Community	Division/Region
82-2118	Yellowknife	Corrections Service

PURPOSE OF THE POSITION

The Manager Sentence Administration & Systems (Manager) develops, implements and manages all processes within the Corrections Service related to the admissions, sentence calculation and assessment of inmates. The responsibilities of the Manager also include the oversight of placements within the Corrections Service, temporary absences, transfers to other jurisdictions, discharge procedures and the population management of correctional centers within the Northwest Territories.

The Manager is responsible and accountable for sentence administration for the Corrections Service of the Northwest Territories. This position is responsible for the Corrections Offender Management System (COMS), (training, revisions, integrity and maintenance) victim notification functions, core corrections information systems, count trend management, statistical analysis and risk assessments in support of case management of offenders. This position is an essential advisor to the Director of Corrections on all core Corrections trends, analysis and forecasts.

The Manager will be the principle facilitator in support of Corrections specific software and risk management. This position will liaise with Correctional facilities, Community Corrections and information technology representatives in the development and maintenance of intranet and information systems. The Manager will be required to liaise with Facilities, Community Corrections, Courts and other jurisdictions to ensure that the Corrections Service is meeting operational and reporting requirements.

SCOPE

The Manager reports to the Director Corrections Service and is the principle resource with respect to the automation processes (COMS) being implemented and maintained in the Corrections Service. The Manager provides statistical information that impacts corrections headquarters, facilities, community corrections offices, and other stakeholders, including aboriginal organizations and members of the public. The Manager works on many projects concurrently. These projects are subject to the broad operational goals of the organization.

The Manager provides oversight of the calculation of sentences, interpretations of court documents, and the compliance of classification procedures with relevant Criminal Code provisions while following Territorial and Federal Acts. The incumbent provides leadership and expert knowledge surrounding sentence administration for the Corrections Service of the Northwest Territories. The Incumbent will be considered an expert resource for Corrections Service facilities and Community Corrections regarding the calculation of sentences, warrant interpretation, bail review procedures and all other sentence administration functions.

The Manager oversees and manages risk needs assessment processes applied to persons in custody in both Correctional facilities and Community Corrections. Initial and accurate risk assessments, mental health assessments, suicide risk assessments and classifications of inmates are critical to appropriate placements, which contributes to the safety of the public, staff and inmates. The incumbent will coordinate risk needs assessment processes; tracking, integrity of all data and reporting on data recorded through the risk needs assessment processes. The Manager also acts as a local expert who coordinates assessment feedback, improvements to process and any required specialized training. The Manager will also act as a change manager to ensure that risk needs assessments conducted by the Corrections Service of the Northwest Territories continue to be aligned with industry standards, best practices and innovation. The Manager is the designated manager and contact for the Canadian Police Information Centre (CPIC).

RESPONSIBILITIES

1. Provides expert advice and support to the sentence administration of all offenders in the NWT:

- Deliver sentence administration training to other sentence administrators within NWT adult and youth facilities as required.
- Manages and oversees the parole and temporary absence functions for the Corrections Service as an expert resource and advises Wardens and Managers on a case by case basis.
- Provide guidance and direction to sentence administrators in relation to warrant interpretation and sentence calculation issues as required.
- Ensure bail review procedures are in place and clear direction is provided to sentence administrators.

- Liaise with court services to ensure procedures are followed and updated when necessary.
- Liaise with other sentence administrators nationally and attend national training sessions as required.
- Provide support to institutional and community corrections personnel in relation to sentence administration and sentence calculation issues.
- Liaise with inter-jurisdictional counterparts as necessary and when required for matters which require inter-jurisdictional cooperation.

2. Content expert with respect to standardized risk/needs assessments, mental health assessment tools, suicide risk assessment tools and case management practices:

- Create and deliver staff developmental program and provides guidance to Corrections staff specific to the proper use of risk assessments and case management practices.
- Consults with users, evaluates information needs and establishes schedules for report production and distribution.
- Collect, compile and analyse offender risk information from completed risk assessment forms to identify offender profiles and risk classifications.
- Deliver and/or coordinate training and certification of employees conducting risk need assessments, mental health assessments, suicide risk assessments and case management tools.
- Coordinate feedback, standards and support service functions to field personnel with respect to data analysis, manual updates, implementation of new risk management tools and procedures as well as case management practices as needed.
- Manage, revise, recommend and participate in on-going research into the effectiveness and validity of risk assessment tools for adult and youth offenders in institutional and community environments.

3. Administers, manages and is accountable for the management and oversight for CORE systems such as the Corrections Offender Management System (COMS):

- Manages account user access to the database including the application of appropriate security measures while monitoring training.
- Manages training and regulates access to the live database, based on recommendations of the Corrections Offender Management System (COMS).
- Provides technical expertise and support to Corrections staff to ensure consistent service delivery.
- Routine monitoring of the COMS data entry to ensure data accuracy.

- Deliver training to staff, including the development of a regional network, to ensure all sites have competency in the proper use of COMS.
- Preparation of reports using Crystal Reports to respond to statistical analysis requests.
- Performs site audits of offender files to ensure data entry into the COMS system is accurate and current.
- Liaise and manage relationship with the RCMP in regards to the CPIC system, Administers CPIC system as the RCMP's designated CPIC contact.
- Manages the monitoring of routine maintenance of the Corrections Offender Management System to insure peak operating efficiency.
- Manages the schedule of performance system audits to ensure the content and integrity of the data contained within the database.
- Ongoing system analysis with respect to upgrades and augmentation of the database.
- Oversees the guidance and direction that is provided to sentence administrators in relation to warrant interpretation, bail review procedures and sentence calculation issues as required.
- Liaise with court services to ensure procedures are followed and updated from time to time when necessary.
- Liaise with inter-jurisdictional counterparts as necessary and when required participate nationally regarding matters which require inter-jurisdictional cooperation.

4. Provide technical expertise and stakeholder representation for the Corrections Service with respect to information systems design and software development and administration:

- Liaise with Justice Informatics Division and the Technology Service Centre on issues involving Corrections specific software and technical support.
- Manages the collection, development and maintenance of statistical reports requested by the Corrections Service, Corrections Canada and the Department of Justice.
- Manages the design, implementation and maintenance of territorial wide facility scheduling software.
- Restrict and provide access where appropriate to the Corrections intranet (SharePoint).
- Provide training to users of the Corrections intranet (SharePoint) when and where required.
- Manages the administration process of issuing and the collection of Corrections identification cards and badges as per Corrections policy.

5. Manages and administers the Victim Notification Program:

- Ensures victim notification requirements are followed according to the Criminal Code and departmental policies.
- Receives and reviews all victim notification applications.
- Records all activities as it relates to applications, approvals, notifications and information flow to and from case managers in relation to the Victim Notification Program.
- Prepares letters to victims and notifies victims directly as per their requested primary method of notification.
- Liaises with case managers and provides training and orientation to case managers with respect to victim notification.
- Recommends policy with respect to victim notification to the Director.

WORKING CONDITIONS

(Working Conditions identify the **unusual and unavoidable**, externally imposed conditions under which the work must be performed and which create hardship for the incumbent.)

Physical Demands

Usually located in office environment, but travel to Community Corrections offices (14) and correctional facilities (5) located across the territory is required. Visits to correctional facilities can result in face-to-face contact with persons in custody. Travel includes winter driving conditions.

Environmental Conditions

Normal office environment with no unusual demands.

Sensory Demands

No unusual demands

Mental Demands

No unusual demands

KNOWLEDGE, SKILLS AND ABILITIES

- A sound knowledge of acts, regulations and policies related to the Corrections Service.
- A sound knowledge of cross cultural awareness and northern community resources available to offenders is necessary as is a practical knowledge of policies and procedures associated with correctional institutions.
- Strong interpersonal skills.
- Possess a strong working knowledge of risk assessment systems and the relationship to corrections case management practices.

- Proven computer skills, particularly in research, collection of statistical information, file management and word processing.
- High-level of competency in Corrections operations and information systems.
- The Manager must also be familiar with Departmental, NWT Courts and GNWT regulations and legislation, including but not limited to, the ATIPP, Court Services and NWT Corrections Acts and Regulations, Youth Criminal Justice Act of Canada, Prison and Reformatory Act, Corrections and Conditional Release Act Canada, Criminal Code of Canada, Court documents for purposes of sentence calculation, and any other applicable legislation.

Typically, the above qualifications would be attained by:

Typically, the above qualifications can be obtained by a relevant post-secondary education, combined with 10 years of experience in a Corrections field specifically surrounding sentence administration and information systems, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- 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 if applicable)

- French required (must identify required level below)
 - Level required for this Designated Position is:
 - ORAL EXPRESSION AND COMPREHENSION
 - Basic (B) Intermediate (I) Advanced (A)
 - READING COMPREHENSION:
 - Basic (B) Intermediate (I) Advanced (A)
 - WRITING SKILLS:
 - Basic (B) Intermediate (I) Advanced (A)
- French preferred

Aboriginal language: To choose a language, click here.

- Required
- Preferred