



IDENTIFICATION

Department	Position Title	
Justice	Warden, North Slave Correctional Complex	
Position Number	Community	Division/Region
82-253	Yellowknife	Corrections/NSCC

PURPOSE OF THE POSITION

The Warden is responsible for the management, operation and administration of the financial, physical and human resources within the North Slave Correctional Complex (NSCC). The Warden is responsible for the overall operations of the NSCC to manage security operations, and delivery of programs so that persons in custody and staff are safe and secure and public safety is upheld. The NSCC is responsible for the custody of both adult and youth persons in custody. As a member of the Corrections team, the Warden ensures the ongoing provision and evaluation of policy and services which supports the Corrections Mission, Vision and Value statement.

SCOPE

The Warden, NSCC scope of work includes:

- This position is located in Yellowknife.
- Reports to the Assistant Director of Facility Operations.
- Responsible for the management of over \$14,000,000 budget adult unit (salaries and Operations & Maintenance).
- Responsible for the management of over \$2,000,000 budget youth unit (salaries and Operations & Maintenance).
- Responsible for accurate and timely monthly variance reporting.

- Full signing authority for trust funds.
- Direct supervision of eight staff with a total of 120 permanent full time positions, 60 relief employees (all of with indirect reporting to the Warden).
- NSCC adult/ youth persons in custody capacity is 173.
- Manages and is responsible for of all security processes, programs and all human, physical and financial resources.
- Responsible for the management of persons in custody in the least restrictive manner and provides opportunities for their rehabilitation and reintegration.
- Ensure persons in custody rights are upheld.
- Responsible for adult and youth programming, food, cultural, religious, recreational and health care services are provided to persons in custody.
- Develops effective linkages with community stakeholders, Community Corrections, RCMP, and other Government of the Northwest Territories (GNWT) departments.
- Responsible for Standing Operating Procedures to ensure compliance with divisional directives and Territorial and Federal Legislation.
- Work must be in compliance with all applicable current and future Federal and Territorial legislation.
- Is a Peace Officer while on duty.
- Manages and is responsible for decisions on persons in custody transfers to correctional facilities of various security levels within the GNWT.
- Manages release decisions regarding medium and low risk persons in custody.
- Makes decisions on persons in custody grievances and appeals.
- Will be expected to respond to situations in the NSCC that requires immediate attention during the night and on weekends subject to their availability.

RESPONSIBILITIES

- 1. Responsible for the physical building and financial services within department and GNWT policy and legislation:**
 - Responsible for managing facility within the allocated budget.
 - Manages and monitors the budget and develops action plans to address variance deficits.

- Responsible for contracts and tenders within the NSCC.
- Accountable for statistical and financial reporting for the Exchange of Services Agreement with Correctional Service of Canada (CSC) and the Government of Nunavut.
- Identifies projects and is a key stakeholder in regards to capital and O&M plans.
- Coordinates and or supports Corrections Service projects and work plans as required by the divisional Headquarters.
- Responsible for ensuring compliance with GNWT and Departmental Policies, and Federal and Territorial legislation. Ensures procedures are followed and legal clarification requested when required.
- Participates in Divisional Managers meeting.
- Approves standing orders for the complex.
- Prepares briefing notes, reports, letters, etc., for the Director.

2. Responsible for the delivery of dynamic and static security and safety programs.

- Ensures compliance of all security and safety standards, standing orders and divisional directives.
- Manages the persons in custody discipline process and ensures persons in custody rights are protected.
- Responds to persons in custody appeals.
- Maintains on-going communication with all facility staff, including routine site visits, to ensure competency in the provision of services to persons in custody.
- Ensures that a system is in place for contraband control (searches and frisks).
- Ensures the effective management of the Health Care Program for persons in custody.
- Manages the physical plant ensuring it is safe and secure for staff, persons in custody and the public.
- Analyze safety and security reports and ensures appropriate action is taken.
- Ensures the effective management of risk assessments of persons in custody.

- Ensures effective communication processes are in place, such as Staff, OH&S, Joint Consultation meetings and persons in custody Advisory Committee meetings.
- Identifies organizational risk areas and develops mitigation strategies to minimize that risk.

3. Manages and is accountable for all staff of the NSCC.

- Identifies and collaborates with the division in the development of succession planning and human resource strategies.
- Manages labour relation issues in consultation with the labour relations advisors.
- Acts as first level grievance respondent.
- Identifies staffing requirements and participates in recruitment activities.
- Supports the Government Affirmative Action goals in recruitment and promotion strategies.
- Ensures effective Performance Management and Career Development for all staff.
- Ensures a facility training plan is in place for all staff ensuring legislative training requirements are met and training needs for the safety of all.
- Completes and reviews ePerformance appraisals.
- Ensures the staff progressive discipline process is followed as per human resource guidelines.
- Leads and/or participates in division investigations as required.
- Manages facility attendance and overtime.
- Ensures timely and accurate completion of Workers Safety and Compensation Commission safety reports.

4. Is responsible for effective programming and case management for Adult and Youth in custody.

- Builds effective relationships with inter-agency groups, Community Corrections, Community Justice and Correctional Service of Canada to provide for and enhance reintegration opportunities for persons in custody.
- Is responsible for persons in custody programs at the facility and works with other correctional staff to ensure programming meets the needs of the persons in custody.

- Liaises with inter-jurisdictional partners for the safe transfer and supervision of persons in custody.
- Responsible for training of staff so that there is effective delivery of programs.
- Responsible for ensuring that all persons in custody are reviewed against the established criteria for release at their first eligibility date.
- Liaise with Correctional Services of Canada in compliance with the Exchange of Services Agreement.

WORKING CONDITIONS

Physical Demands

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

Environmental Conditions

The incumbent works in a facility where there is exposure to communicable diseases on a daily basis.

Sensory Demands

No usual demands.

Mental Demands

The incumbent will be required to interact with persons in custody 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. Incumbent may be subject to phone calls and unplanned community contacts from hostile persons in custody or family members during off duty hours. When advised, the incumbent is expected to respond to situations in the NSCC that requires immediate attention during the night and on weekends year round, subject to their availability.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven leadership skills and ability to engage others.
- Demonstrated ability to build and lead a team to meet the organizations goals.

- Demonstrated systems thinking and action management.
- Demonstrated sustainable management skills.
- Proven labour relations ability and ability to manage staff.
- Strong interpersonal skills with the ability to effectively communicate orally, and in writing.
- Ability to lead and direct during crisis situations.
- Knowledge of applicable current and future Federal and Territorial legislation and acts.
- Demonstrated ability to work with diverse groups and various special interest groups.
- Demonstrated knowledge of correctional practices and programs.
- Proven problem solving and decision making skills.
- Exemplifies the values of the organization through actions and deeds.
- Knowledge in OHS/WHIMIS and MS operating systems.

Occupational Requirements (Some occupational requirements may be proven at the time of application*, the remaining physical requirements are assessed by a physician.)

- Satisfactory criminal records check*
- Acceptable hearing acuity
- Acceptable ability to speak clearly, loudly and quickly
- Acceptable visual acuity

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Social Science or a related field with 10 years of progressively more responsible corrections service experience, including 5 years direct correctional facility management experience. Awareness of northern Aboriginal traditions and values would be an asset. Class 5 driver's license is required.

Previous supervisory experience of staff in an operational setting is required. Experience in managing a budget and determining variances is required.

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 applies)

- 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 (Choose a language)

- Required
- Preferred