



IDENTIFICATION

Department	Position Title	
Justice	Director, Corrections Service	
Position Number	Community	Division/Region
82-0216	Yellowknife	Corrections Service / North Slave

PURPOSE OF THE POSITION

This position is responsible for directing the development and delivery of all Correctional Programs and administering the affairs of the Corrections Service. The Corrections Service is responsible for the provision of all community, institutional and contracted services for both adult and youth offenders.

SCOPE

Reporting to the Assistant Deputy Minister, Solicitor General, the Director, Corrections Service (Director) who is appointed by the Minister of Justice pursuant to the *Corrections Act*, works within a Legislative and Policy framework and carries out its responsibilities in accordance with the *Prisons and Reformatories Act* (Canada), the *Corrections Act*, *Corrections Regulations* (NWT), the *Youth Criminal Justice Act* (Canada) and the *Youth Justice Act* (NWT). The Corrections Service is the largest Division within the Department of Justice and one of the largest in Government. The Director is the last step in all offender appeals regarding any decision made by Corrections Service staff that materially affects the carrying out of a sentence.

The Service is responsible for the custody and supervision of all adults and youth who have been committed to custody (either to serve a sentence or on remand awaiting trial), who have been sentenced to a form of community supervision or who have been released from custody on parole.

In doing so, the Service is required to keep staff, offenders and the public safe, as well as to provide for appropriate and effective treatment and programming intended to address the factors which lead to criminal behavior.

The Director of Corrections is responsible for the development of policies, standards and guidelines that promote accountability and credibility in the Corrections Service but have a



degree of flexibility to accommodate the varying needs of the incarcerated adults and youth and to those who serve their sentence in the communities. The Director evaluates existing policies and procedures on a continuous basis to ensure goals and objectives are being achieved in an effective and efficient manner. The Corrections Service is to a large extent organized as a para-military organization with ranks, uniforms, and clear directives, processes and procedures.

Each directive originates with and is reviewed and signed by the Director. It provides clear instructions for Wardens and Managers and sets standards for operations. Examples of instructions or standards include: the quality of court-ordered reports prepared by facility and community case management staff, the quality and availability of counseling and supervision for adults and young offenders in custody, the provision of safe and secure institutional environments, the quality of food, clothing, housing and medical services, the quality, variety and extent of rehabilitative and program opportunities and rules regarding the use of force.

Within the structure and regimentation provided by directives that are required to ensure the safety of staff, offenders and the public, there is considerable room for creativity and unique restorative approaches to treatment. Therefore, the promotion of community participation in the provision of correctional services is essential to make programs more responsive to locally identified needs. The Director is required to involve Indigenous peoples in the corrections process and the programs that are delivered through widespread consultation and the involvement of traditional counselors and elder's groups. In addition, effective linkages must be developed and maintained with other Government departments and agencies, NGOs and other jurisdictions.

The complex issues involved in developing and delivering correctional services in the Northwest Territories include short sentence length, poverty, a high rate of socio-economic development and change in all regions, combined with the diverse cultural interest of the Northwest Territories, creating a need for innovative and culturally appropriate program initiatives.

The Service operates three (3) facilities and has assigned Community Corrections (Probation) with offices in 13 communities with over 300 staff and an overall budget of approximately \$40 million.

The Director is one of the fourteen individuals, including DMs, ADMs, Executive Directors and Directors (one in each Provincial, Territorial and Federal jurisdiction) in Canada responsible for meeting the needs of the country with respect to incarceration, community supervision and treatment of adults and youth who are subject to judicial sanction related to criminal or alleged criminal activity.



RESPONSIBILITIES

1. Directs the development of legislation and policies for corrections programs which are compatible with the goals and objectives of the NWT Government.
2. The Director manages, oversees and directs all aspects of Corrections Service that provides protection to victims and the public by ensuring facility security, community supervision operations, and effective case management and rehabilitation programs for offenders.
3. Manages, oversees and directs the care and control of offenders by ensuring facility security, community supervision operations, the operations of banks (inmate fund), stores (canteens), food services and health services.
4. Represents the Department of Justice at various national, territorial and local meetings and conferences, including biannual Heads of Corrections meetings. The Director carries out public relations duties including media interviews and interagency committee contacts.
5. Determines the need/demand for correctional facilities in the Northwest Territories.
6. Directs the development of policies and programs, establishing standards, and ensuring that correctional programs are evaluated.
7. Deploys and manages resources to maximize impact and achieve goals within budget.
8. Develops, in consultation with the Department of Infrastructure and Justice Corporate Services staff, capital plans to meet the needs of the correctional system and to carry out approved capital developments.
9. Leads organizational innovation and change and designs an organizational structure responsive to changing conditions in the Corrections environment.
10. Develops and manages the divisional budgets, including completion of all financial exercises, preparation of FMB submissions and ensuring the monitoring expenditures within the activity.
11. Accountable for Corrections programs and service delivery and ensures that facilities and programs meet the requirements of legislation, regulations, standards and policies. The Director, Corrections Service is the NWT expert with respect to corrections programs, facilities and operations.



12. Prepares position papers, legislative briefing notes, strategic planning documents, and decision and option papers and reporting on Corrections and Justice issues.
13. Assists in the meeting of Government affirmative action goals by planning and implementing effective recruitment and promotion strategies within the division.
14. Supports the development of staff through performance management and establishment of new programs to meet training or developmental needs of individuals.
15. Supports operational effectiveness by nurturing beneficial links with other components of the justice system including non-government agencies, internal and external organizations and other jurisdictions to meet common objectives.
16. The Director approves the transfer of offenders between territorial and federal facilities, and makes all decision related to the release of high-risk offenders. Under Federal legislation (the *Youth Criminal Justice Act*) the Director of Corrections is also appointed the Territorial Director of Young Offenders, and holds delegated authority in the classification, detainment, and release of all young offenders.
17. Upholds and consistently practices personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace. Practice and ensure that any subordinate management and supervisory roles also prioritize staff mentorship and on-the-job training, including staff development in annual general objectives.

WORKING CONDITIONS

Physical Demands

No unusual demands.

Environmental Conditions

No unusual demands.

Sensory Demands

No unusual demands.

Mental Demands

There is an extremely demanding, fast-paced environment within the Justice Department. This position directs on-call, after-hours' work to address service-wide emergencies and/or operational emergencies or critical incidents.



The position is subject to political pressures and demands as well as the pressures and demands of operational requirements and families of offenders.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of both of the technical aspects associated with the management of a comprehensive corrections service for adults and youth, in facilities and in communities and in respect of the management of a large organization located in a number of communities and facilities
- Management skills appropriate to managing the complex financial and Human Resource issues of the Division.
- Knowledge of the people, culture, government and of Justice issues in an environment as culturally diverse as the NWT.
- Knowledge and skills for large and complex project management.
- Ability to analyze and resolve complex and often conflicting issues.
- Verbal and written communication skills so as to meet the need to communicate on all levels in order to address offender complaints/concerns.
- Interpersonal skills to deal with a variety of subordinate staff, offenders, and colleagues in the GNWT and across Canada, Ministers of the Government and Members of the Legislative Assembly.
- Knowledge of human behavior and offender issues.
- Knowledge of financial and labour relations structures and processes relative to Public Service operations.
- Managerial skills, administrative and planning skills, as well as general knowledge of all aspects of facility operations, policy development, community supervision and corrections programs.
- Ability to lead a team and remain positive in a fast paced and often difficult environment which is subject to criticism from many quarters.
- Ability to think and manage strategically in order to lead a large organization in a demanding context.
- Knowledge of offender behaviour, knowledge of the risk factors for re-offence, and knowledge of the potential effects of a release on the community is mandatory for accurate decision-making when dealing with offenders.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Completion of a post-secondary degree in Criminology, Sociology or a related field, with eight years of experience managing people and resources, including five years managing within a corrections environment.

Equivalent combinations of education and experience will be considered.

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

Indigenous language: Select language

- ☐ Required
- ☐ Preferred