



## IDENTIFICATION

| Department      | Position Title             |                                      |
|-----------------|----------------------------|--------------------------------------|
| Justice         | Regional Probation Manager |                                      |
| Position Number | Community                  | Division/Region                      |
| 82-10041        | Yellowknife                | Corrections Service /<br>North Slave |

## PURPOSE OF THE POSITION

The Regional Probation Manager is one of the three positions responsible for the implementation, direction and management of community-based Corrections programs within all 33 communities in the Northwest Territories. This includes the day-to-day operations as well as the administration of Community Corrections; including enforcement of Community Based sentences and Judicial Interim Release Orders for both adults and youth in accordance with Federal and Territorial legislation as well as department policies and guidelines.

This position is integral to building community development and partnerships to support, inform and implement the principles of restorative justice and reintegration for offenders to enhance public safety. The position works collaboratively with other Government of Northwest Territories (GNWT) departments and various outside agencies and organizations to ensure an integrated case management approach that enhances supports and drives best practices when working with offenders and the community.

The Regional Probation Manager reports to the Assistant Director of Corrections. This position is an integral component in assisting with reviewing, developing, informing and enforcing directives and policies within Community Corrections.

## SCOPE

The Regional Probation Manager's scope of work includes:

- Located in Yellowknife.
- Reporting to the Assistant Director of Corrections.
- Responsible for managing a budget of approximately \$1,700,000.00. Accomplishes financial objectives by forecasting requirements; preparing an annual budget; planning and approving expenditures; analyzing variances; and adjusting priorities.
- Providing direct supervision of up to 10 full-time staff members located in various



communities in the NWT.

- Responsible for Adult and Youth programming in the community.
- Developing effective linkages with community stakeholders, Facility based Corrections, RCMP and other GNWT departments.
- Responsible for the coordination, management and enforcement of Community Based Sentences and Judicial Interim Releases Orders as imposed by the Court.
- Work must be in compliance with all applicable current and future Federal and Territorial legislation.
- Responsible for Standing Operating Procedures to ensure compliance with divisional directives and Territorial and Federal Legislation.
- Responsible for the coordination of Interjurisdictional Transfers related to Community Based Sentences.
- Is a Peace Officer and Officer of the Court as prescribed by legislation.

## **RESPONSIBILITIES**

### **1. Responsible for day-to-day Community Corrections services and budget within their assigned region of the NWT.**

- Develops and maintains a budget with respect to the operations of the region including organizing, tendering, and monitoring of community service contracts and rental agreements.
- Develops budget projections and completes variance reports.
- Negotiates procedures and protocol in the management and reintegration of federal offenders.
- Monitors and reports parole supervision for federal/territorial reimbursement purposes.
- Develops, maintains and manages O&M plans.
- Ensures the timely completion of monthly statistical reports.
- Provides direct supervision and management of senior probation officers, probation officers, administrative staff.
- Maintains ongoing communication with staff in communities, including community visits, to ensure competency in the provision of services to offenders and the community.
- Monitors compliance with departmental policies and legislation. Ensures procedures are followed and legal clarification requested when required. Researches, evaluates and develops standing orders based on directives, legislation, acts and environmental influences, and recommends changes to directives.
- Identifies issues and provides expert advice to corrections headquarters with respect to projected and current resource requirements, challenges, developments and concerns in the region.
- Participates in Divisional Managers meetings.
- Liaise with Regional Managers, Wardens and other partners to ensure a consistent approach to operational processes.



- Responsible for the overall maintenance and safety of all GNWT vehicles and probation offices within the region.
- 2. Manages and is accountable for the delivery of case management services and regional processes and procedures within departmental guidelines to ensure the safety of society and to prepare offenders for reintegration into society.**
- Responds to after hour calls to deal with legislative requirements that arise from breaches of legal court orders and other emergency responses as they relate to offenders.
  - Assigns workload and carries a caseload in exceptional circumstances.
  - Reviews and approves case management objectives/plans established for offenders.
  - Maintains and ensures compliance to procedure and protocol pertaining to judicial orders, legislation and Corrections directives and policies.
  - Facilitates the monitoring and evaluation of risk assessments to ensure compliance in support of the integrity of the service.
  - Facilitates regular file audits within the regional offices to ensure compliance with legislation and Corrections Service policy and directives.
  - Monitors and evaluates Corrections Offender Management System (COMS) reports.
  - Reviews and approves court ordered reports, warrants of apprehension, allegation of breach reports.
  - Works with other provinces and territories to ensure a coordinated approach to supervision of offenders across jurisdictions.
  - Assesses and determines acceptance of supervision federal offenders within the region.
  - Conducts territorial reviews as required.
  - Ensures attendance of Probation Officers in the courtroom as and where required.
  - Ensures that youth in open custody are escorted to the appropriate custodial facility.
  - Ensures staff are familiar with policies and procedures associated with correctional institutions.
- 3. Manages and is accountable for regional staff to ensure an effective, efficient and safe working environment.**
- Participates in the development of succession planning and human resource strategies for the division and region.
  - Ensures staffing requirements are met and initiates staffing processes.
  - Develops and implements staff development plans.
  - Evaluates and approves training and education for staff and supports training where appropriate.
  - Ensures timely and accurate completion of Worker's Safety Compensation Commission reports.
  - Completes and reviews ePerformance appraisals.
  - Supports and participates in divisional investigations, as required.
  - Ensures the staff progressive discipline process is followed as per human resource



guidelines.

- Manages attendance and overtime.
- Develops, implements and ensures adherence to operational safety protocols procedures.

**4. Manages and is accountable for community projects, programming and policy to support reintegration and rehabilitation of offenders and enhance community safety through partnerships.**

- Facilitates, liaises and maintains partnerships with community stakeholders and other GNWT departments to coordinate the delivery and development of community-based services to enhance community safety and deliver an integrated approach to offenders to meet the diverse needs of the communities (i.e. Language, services, cultural and traditional values).
- Liaises with provinces and territories to ensure Legislative compliance of the transfer and supervision of offenders throughout Canada.
- Ensures compliance with legal orders, risk assessments, COMS as well as the requirements of the court are met (i.e. Offenders supervision, court ordered reports).
- Identifies initiates and participates in the development of community-based programming to meet offender's dynamic needs.

**WORKING CONDITIONS**

**Physical Demands**

Normal office demands. Threat of physical confrontation with offenders, who are high risk, may be highly intoxicated or under influence of substance, occurs only rarely, as this position carries a caseload only in exceptional circumstances.

**Environmental Conditions**

Generally, normal office conditions. There is some exposure to communicable diseases when the incumbent is engaged in direct case management with the offenders. The incumbent only carries a caseload in exceptional circumstances.

**Sensory Demands**

Generally, normal office conditions. The incumbent only carries a caseload in exceptional circumstances; when handling cases, the incumbent must use the combined senses of sight, touch, smell and hearing to maintain an awareness of the working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. signs of impairment can increase risk).



### **Mental Demands**

Incumbent may be subject to phone calls, threats, and personal confrontations during off duty hours. Travel to other, sometimes isolated communities may be required.

When carrying a caseload, the incumbent will face potential exposure to hostile and unpredictable behaviour that poses a significant safety risk. The incumbent deals with offenders/victims of compounded trauma and is at risk of vicarious trauma. In exceptional circumstances, the incumbent provides supervision including care and control of a youth sentenced to a custodial facility. This will include transportation from one community to another to a secure custodial facility.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of financial planning techniques and tools such as budget forecasting, variance analysis and spreadsheet work.
- Ethical understanding of human behaviour and offender issues.
- Knowledge of applicable current and future Federal and Territorial legislation and acts.
- Ability to solve complex problems, demonstrates strong time management skills, prioritize and address competing demands.
- Ability to work with diverse groups and various special interest groups.
- Ability to plan and achieve operational and strategic objectives.
- Ability to respond, make sound decisions and diffuse crisis situations.
- Ability to adapt to changing environment conditions.
- Communication and interpersonal skills.
- Leadership skills and ability to engage others.
- Conflict resolution and negotiation skills.
- Ability to interpret court documents (i.e. probation orders, prosecutor's information sheet, etc.)
- Knowledge of and ability to use MS Operating Systems.
- Ability to work with a wide range of community and special interest groups.
- 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:**

Bachelor's degree in social science or related field with five years of relevant experience.

Equivalent combinations of education and experience will be considered.

**ADDITIONAL REQUIREMENTS'**

Class 5 Driver's License.

**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