



## IDENTIFICATION

Department	Position Title	
Justice	Probation Officer	
Position Number	Community	Division/Region
82-10047	Yellowknife	Corrections Service

## PURPOSE OF THE POSITION

The Probation Officer supervises offenders who are subject to community based court sanctions/interventions, promotes the principles of restorative justice, public safety and reintegration of offenders. The Probation Officer will work in support of community government and justice partners. As part of the division team, this position will ensure the ongoing provision of services in keeping with the Corrections Mission, Vision and Value statement.

## SCOPE

- This position reports to the Regional Probation Manager or the Senior Probation Officer as directed by the Regional Probation Manager.
- Acts as agent for Correctional Service of Canada (CSC) for community supervision and assessments.
- Caseload and location will vary dependent upon the community to which the worker is assigned – up to 55 offenders per caseload.
- A significant portion of the offender supervision will occur at the community level and may include, school and facility visits.
- Supervision of male and female adult and young offenders who are under the authority of Territorial and Federal conditional releases or judicial sanctions.

- Flexibility in respect to work hours.
- Travel to provide supervision and court coverage in outlying communities.
- Is a peace officer while working as a Parole Officer under the auspices of the Correctional Service of Canada.
- When on duty, is an Officer of the Court.
- Liaises with other agencies, i.e. Facilities, Crown, RCMP, Social Services, counseling resources, in order to effect proper supervision of offenders.
- Work is directed by legislation (*Corrections and Conditional Release Act, Prison and Reformatories Act, Criminal Code of Canada, Youth Criminal Justice Act, Youth Justice Act*, Canadian Charter of Rights and Freedoms, *NWT Corrections Act, Public Service Act, Access to Information and Protection of Privacy Act*; and specific policies (Corrections Service Directives and Standing Orders, NWT Safety Act, Human Resource manual).

## **RESPONSIBILITIES**

- 1. Accountable for Community Corrections services within their assigned region of the NWT.**
  - Provide supervision and guidance to community-based offenders who are subject to probation orders, conditional sentence orders, CSC conditional releases (Parole), pre-adjudication releases, custody and community supervision orders and court orders.
  - Complete community assessments for CSC Parole.
  - Complete various reports ordered by the courts including Pre-sentence Reports, Report Back to Court Reports and Progress Reviews.
  - Conduct scheduled meetings with the offender to ensure compliance with the legal order.
  - Attend court (Justice of the Peace Court, Youth Justice Court, Territorial Court, and Supreme Court) as subject matter experts. May be required to provide information to the courts on Community resources and programs or offender circumstances.
  - Evaluate offender compliance to legal orders and initiate breach proceedings in the event of non-compliance.
  - Maintain on-going communication with other field staff to ensure a consistent approach to operational processes and competency in the services to offenders.

- Ensure compliance with departmental processes and recommend changes to directives and standing orders when appropriate.
- Participate in Regional operational meetings.
- Reports on parole supervision provided for federal/territorial reimbursement purposes.
- Timely completion of monthly statistical reports.
- Participate in or facilitate relevant staff training.
- Mentor staff to competently perform frontline role.

2. **Accountable for the provision of community supervision, case management services and support to regional processes and procedures within departmental guidelines to ensure the safety of society and prepare offenders for reintegration into society.**

- Collect information through assessments and interviews with the offender, the offender's family, employers, teachers, counselors and other collateral sources to provide insight and address the offender's dynamic and static needs.
- Verify collected information to ensure accuracy and reliability by conducting further interviews and examining existing records.
- Timely completion of risk/needs assessments to identify an offender's specific risk factors and formulate a therapeutic treatment plan/case plan to address these concerns.
- Integrate obtained information into a comprehensive and detailed assessment which is then shared with the relevant Justice System participants.
- Participate as a member of a case management team towards ensuring that an offender's risk factors are identified and addressed via a coordinated case management process.
- Research the availability of resources in the community, which may be of assistance to the offender.
- Initiate and complete referral of offenders to appropriate programs and resources.
- In conjunction with other professionals, develops and delivers group oriented programming to focus on the offender's dynamic risk factors.
- Participate in planning (i.e. case conferences) with both Territorial and Federal corrections in order to facilitate the offender's integration from a custodial setting to the community.

- Assume a case manager role with respect to youth sentenced to community based sentences and for those youth subject to community supervision.
- Engage client to establish case management objectives for the client.
- Ensure adherence to procedure and protocol pertaining to judicial orders.
- Maintain accurate and comprehensive case management files in compliance with recognized case management practices using the Corrections Offender Management System (COMS/ client files).
- Complete offender management system reports.
- Make informed case management decisions as required.
- Communicate with colleagues, Senior Probation Officer and Regional Manager to ensure coordinated case management.
- Conduct preliminary review, documentation and makes recommendation to the Senior Probation Officer and/or Regional Probation Manager for Territorial Director Reviews as required.
- Attend and testify as an officer of the court as required.
- Escort youth in custody.

**3. Accountable for Community projects, programming and policy in support of opportunities for rehabilitation and community level initiatives.**

- Liaise with inter-agency groups to coordinate the delivery and development of community-based services to enhance community safety and service.
- Liaise with inter-jurisdictional partners for transfer and supervision of offenders.
- Identify, initiate, deliver and participate in the development of community based programming to meet offender's dynamic needs.
- Arrange and monitor the completion of community service work.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated ability to develop programs and procedures and control their implementation.
- Proven theoretical understanding of human behaviour and offender issues.
- Proven knowledge of community corrections techniques with the ability to exercise sound judgment in response to situations and problems.
- Demonstrated ability to interpret legislation, policy and court documents (i.e. probation orders, prosecutor information sheet, etc.).

- Proven leadership and team building skills.
- Demonstrated ability to work in a diverse environment.
- Proven conflict resolution and negotiation skills.
- Demonstrated ability to work with a wide range of community and special interest groups.
- Proven ability to assess and evaluate human behaviour.
- Demonstrated ability to develop community members (volunteers and agencies), in both experiential and formal learning approaches.
- Proven ability to solve complex problems.
- Proven interpersonal skills with the ability to effectively communicate orally and in writing.
- Proven understanding of corrections policies and procedures and security operations.
- Knowledge of MS Operating Systems, MS Office, Internet, and Email applications.

**Typically, the above qualifications would be attained by:**

A Degree in a Social Science related field.

A Diploma in a Social Science related field combined with two (2) years current case management experience in the Corrections/Social Services field.

A class 5 driver's license is required to perform the duties of the position. Awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.

Various combinations of education and experience may be considered.

**WORKING CONDITIONS**

**Physical Demands**

Threats of physical confrontation with clients, who are high risk, may be highly intoxicated or under the influence of substances, occurs approximately 1-2 times per month for a high degree of intensity.

### **Environmental Conditions**

The incumbent works in an office where there is exposure to communicable diseases, this rate of exposure increase when the incumbent is engaged in direct case management with the offenders.

Travel to other communities by small plane and by ice road may be required depending on the location of the position.

### **Sensory Demands**

The incumbent must use the combined senses of sight, touch, smell and hearing to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. signs of impairment can increase risk to probation officer).

### **Mental Demands**

The incumbent will be required to interact with offenders/clients who are agitated and are the subject of a variety of court imposed conditions. There is potential exposure to hostile and unpredictable behaviour that poses a significant safety risk. The incumbent deals with offenders/victims of compounded trauma. This may include violence, sexual abuse, mental health issues, multiple losses, traumatic cultural issues such as loss of cultural identity and residential school impacts, etc.; and is at risk of vicarious trauma. Further, the incumbent works in a community-based environment that, isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and unplanned community contacts from hostile offenders/clients or family members during off duty hours.

## **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