



IDENTIFICATION

Department	Position Title	
Justice	Traditional Counsellor & Liaison Officer	
Position Number	Community	Division/Region
82-10094	Hay River	Corrections Service / South Mackenzie Correctional Centre

PURPOSE OF THE POSITION

The Traditional Counsellor & Liaison Officer assists inmates and offenders towards opportunities to develop an understanding of traditionally based spirituality, while exposing them to traditional ceremonies and belief systems. The incumbent provides inmate and offender services, within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Service Division, in order to provide safe and secure custody, rehabilitation and reintegration of sentenced and remanded inmates and offenders. As part of the facility team, will ensure the ongoing provision and enforcement of policy and services within the Corrections Mission, Vision and Value statement.

SCOPE

- Reports to the Deputy Warden.
- Delivers traditional based programs to inmates and offenders on an individual basis or a group setting.
- Inmate security classifications range from low to maximum.
- Liaise with program staff and management regarding traditional programming.
- Provide escorts for inmates and offenders and is responsible for the individual while in their custody.
- Limited spending authority for public and trust funds.
- Is a Peace Officer while on duty.
- Work is directed by legislation (*Federal-Corrections Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Youth Justice Act, Canadian Charter of Rights and Freedoms and Territorial GNWT Corrections Act, Corrections Regulations, Public Service Act, Access to Information Privacy Protection Act*); and specific policies (Corrections Service Directives, *Territorial Safety Acts* and Legislation and the HR Manual).

RESPONSIBILITIES



- 1. Provide traditional based programming for inmates and offenders, within established guidelines, in order to provide opportunities for rehabilitation and reintegration into society.**
 - Coordinates, facilitates, a structured traditional based program which provides inmates and offenders with the opportunity to facilitate and further develop their understanding of traditional spirituality.
 - Provides individual counseling and support to inmates and offenders as required.
 - Coordinates, facilitates various traditional ceremonies either in groups or individually.
 - Provides advice and information to staff and management on issues of traditionally based spirituality.
 - Provides advice, information and resources to program staff as required.
 - Follows and maintains established health, safety and security procedures.
 - Escorts and transports inmates and offenders on visits, community outings, etc. as required.
 - Identifies, initiates and participates in the development of community-based programming to meet offender's dynamic needs.
 - Adheres to staff dress and deportment to reflect professional standards and adherence to health and safety regulations.
- 2. Liaises with case management and probation staff, other GNWT departments, and non-government organizations in order to facilitate the rehabilitation and reintegration of inmates and offenders into society.**
 - Screens, interviews and identifies suitable inmates and offenders for programming.
 - Gathers information through file reviews, interviews and contact through community resources.
 - Monitors behaviour of inmates and offenders and intervenes when required.
 - Provides input into the case planning process, progress of inmates and offenders and release planning in all facets of institutional programming and work programs where applicable.
 - Provides feedback and makes recommendations to case plan with respect to offender progress.
 - Participates, as necessary, in the development of offender reintegration plans.
- 3. To ensure a safe and secure setting that contributes to a safe and healthy living environment for persons in custody while ensuring the safety of public and staff.**
 - Follows and maintains established health, safety and security procedures
 - Observes and assesses inmate and offender behaviour in relation to safety and security and intervenes when required.
 - Entering data, information and writing reports on the Corrections Offender management System (COMS).
 - Interprets and submits safety and security reports when required.
 - Applies informal corrective measures to inmates and offenders when required.



- Maintains on-going communication with security and program staff.
- Participates in regularly scheduled inmate and offender meetings.

WORKING CONDITIONS

Physical Demands

Threat of physical confrontation with inmates and offenders, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately once 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 increases when the incumbent is engaged in direct intervention/case management with inmates and offenders.

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. illegal substances, searches, inmate groupings/gangs).

Mental Demands

The incumbent will be required to interact with inmates and offenders 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. Further, the incumbent works in a secure environment that, isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

Physiological after-affects (counselling on a day-to-day basis absorbing inmate and offender problems, which at time can be very emotional).

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of traditional based programming.
- Knowledge of communities and resources in the Northwest Territories.
- Proven theoretical understanding of human behaviour and offender issues.
- Interpersonal skills including problem solving, decision-making and facilitation.
- Interpersonal skills with the ability to effectively communicate orally and in writing.
- Ability to work in a diverse environment.
- Ability to develop community members (volunteers and agencies), in both experiential and formal learning approaches.
- Ability to think objectively.

- Knowledge of Corrections policies and procedures.
- Knowledge of and ability to use MS Operating Systems, MS Office, and Internet and E-mail applications.
- Knowledge of practical corrections techniques with the ability to exercise sound judgment in application (non-violent crisis intervention, suicide intervention).
- Strong awareness of cultural diversity, specifically, northern Aboriginal traditions and values would be an asset.
- 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:

A Post Secondary Certificate in a Social Sciences related field with one (1) year of progressively more responsible experience in a counselling field.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- Class 4 driver's license
- First Aid certification

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