



## IDENTIFICATION

Department	Position Title	
Justice	Counsellor	
Position Number	Community	Division/Region
82-10820	Yellowknife	Corrections/NSCC

## PURPOSE OF THE POSITION

Reporting to the Warden, the incumbent will provide therapeutic intervention, program development and delivery, and counselling services within established guidelines in order to assess and improve the mental and emotional health of persons in custody. The incumbent may be required to consult with correctional staff and the families of inmates to facilitate healing and the reduction of illicit behaviour.

## SCOPE

- Provides services to adult inmates, youth inmates and offenders being supervised in the community by Probation
- Meets on an individual basis with up to 25 offenders a week
- Works in a Minimum-Maximum security correctional setting with an average inmate population of 130 offenders
- Works with institutional Health Care, Case Management and Security staff component of approximately 110 employees
- Participates in up to eight programs per year (10-12 inmates per program)

Work is directed by the *Criminal Code of Canada*, Canadian Charter of Rights and Freedoms and Territorial/GNWT *Corrections Act*, *Public Service Act*, *Access to Information Privacy Protection Act* (ATIPP) and policies from the Corrections Service Directives and mental health guidelines.

## **RESPONSIBILITIES**

### **1. Accountable for inmate/offender referrals while supporting case management services.**

- Works collaboratively with a multidisciplinary team including mental health professionals, medical staff, facility security staff and educational staff.
- Participates in interdisciplinary treatment team meetings, case conferences, in-service training in order to enhance treatment interventions for persons in custody.
- Provides monthly reports as required to the warden.
- Conducts assessments and Mental Health Screening.
- Conducts individual and group critical incident stress debriefings for staff and persons in custody.
- Develops and implements psychological case plans and testing methods, evaluates the progress of persons in custody with respect to assessments and provides feedback to other Corrections staff.
- Provides consultative advice and training to primary care givers, case managers and probation officers.
- Assess persons in custody as referred by staff, recommending suitable intervention, follow up or referral appropriate medical services.
- Provides family related counselling, substance abuse counseling and vocational counseling to the persons in custody and their support system while supporting release planning.
- Counsels persons in custody on an on-going basis and maintains progress reports.
- Monitor and evaluate progress, safety and security reports on persons in custody and makes recommendations to management and case managers/probation officer.
- Accepts and follows up on referrals about persons in custody's suicidal ideation and intent, depression, psychoses, anger, substance withdrawal, developmental delay, criminal intent, guilt, Fetal Alcohol Spectrum Disorders (FASD) indicators and initiates appropriate therapy to reduce problems for the person in custody and the facility.
- Researches files from the facility, Corrections Offender Management System (COMS), social workers and other programs.
- Provides support to case management team by participating in and adhering to the Case Management Plan and participating in case conferences.
- Provides crisis intervention and conflict resolution services at the request of the Warden, Management, Medical Staff, or Case Management staff.
- Works with staff in building rapport and communicating with persons in custody, providing support in crisis intervention and conflict resolution.

- Evaluates progress of persons in custody, providing feedback to staff via COMS reporting, Verbal or Written reporting.
- Observes and assesses persons in custody behaviour and intervenes when appropriate.
- Educates staff to facilitate persons in custody programs (i.e. anger management).
- Develops professional interaction with offenders in both open and closed settings in order to maximize effectiveness of intervention.
- Provides for safe and secure custody of offenders within established guidelines, to ensure the safety of society, offenders and staff.

**2. Accountable for providing consultative advice to the Case Management Team and the Health unit.**

- Assess and screen persons in custody for suitability for various programs.
- Provides behavioural development programming for persons in custody in order to foster opportunities for rehabilitation.
- Monitor and evaluates persons in custody progress and success.
- Researches, develops, coordinates, delivers and evaluates programming.
- Leads and participates in a wide variety of activities and programs (discussions on sexuality, drug and alcohol counseling etc.) providing opportunities for persons in custody to experience behavioural change.
- Liaise with community resources in support of person in custody treatment.
- Provides consultative support to queries from Case Management and Health Unit staff in order to maximize offender treatment, reintegration and rehabilitation.
- Maintains treatment files and client records in a format conducive to use as an addendum file to medical records.
- Participates in Case Management meetings, penitentiary meetings and similar meetings.

**3. Accountable for program support and program facilitation and instruction as identified by the Case Management team**

- Screens individual offenders for program suitability.
- Aids in delivery of required offender programming (i.e. Sex Offender Program, Family Violence Program, Substance Abuse Program)
- Leads and Participates in a wide variety of activities and programs (discussion on sexuality, drug and alcohol counselling etc.) providing opportunities for offenders to experience behavioral change.
- Monitors and evaluates offender's progress and success.

**4. Accountable for support to Probation/Court services within their assigned area.**

- Provide therapeutic follow up and continuity of service in extenuating circumstances (i.e. probation or when services unavailable in home community).
- Serve as an expert witness in court when required.
- Act as an expert resource to Probation with respect to community based treatment.
- Officer guidance to Probation with respect to case management decisions in respect of high risk persons in custody.

**WORKING CONDITIONS**

**Physical Demands**

Threat of physical confrontation with persons in custody, who are high risk, who may be highly emotional or agitated due to mental, physical stress 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 prevalent among high-risk individuals, this rate of exposure increases when the incumbent is engaged in direct counseling/intervention with the persons in custody.

**Sensory Demands**

The incumbent must use the combined senses of sight, smell and hearing to maintain awareness of their working environment.

**Mental Demands**

The incumbent is required to interact with persons in custody and will be subject to emotional stressors resulting from details of criminal acts and emotions as described by persons in custody. Further, the incumbent works in a secure environment that is isolated by its nature, results in exposure to high-risk situations and the possibility of assault and injury. Incumbent may be subject to potential phone calls and unplanned contacts within the community from ex-persons in custody and their family members during off duty hours.

Exposure to trauma on a daily basis is emotionally taxing. Exposure can occur via: counselling, reading files and reports, and from acquiring information from collateral sources of information.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Proven problem solving and decision making skills.
- Proven individual and group counselling skills.
- Proven assessment and referral skills.
- Proven ability to effectively communicate both orally and in writing.
- Proven ability to assess persons in custody and provide meaningful, understandable and useful advice to Case Management and Health Unit.
- Proven assessment and referral skills.
- Proven ability to work in a diverse environment.
- Demonstrated computer ability including use of MS Operating Systems, MS Office, Internet and e-mail applications.
- Demonstrated understanding of pertinent section of ATIPP legislation.
- Demonstrated understanding of consultative and referral process.
- Proven ability to function in a team environment.
- Proven interpersonal skills.
- Maintain knowledge of current best practices and evidence-based research on criminal offending.
- Proven ability to conduct cognitive-behavioural therapy and lead cognitive-behavioural interventions.
- Proven ability to incorporate into interventions the research on substance abuse and recovery.

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

- A Master's degree in Psychology with 2 years counselling experience

## **ADDITIONAL REQUIREMENTS**

### **Tobacco Free Policy**

Correctional facilities and property are tobacco free. Possession and use of tobacco products on or in the correctional property are prohibited.

## **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