



## IDENTIFICATION

Department	Position Title	
Justice	Probation Officer	
Position Number	Community	Division/Region
82-12840	Yellowknife	Corrections Service/ South Slave

## 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 through community development and partnerships within departmental guidelines. As part of the division team, this position will ensure the ongoing provision and enforcement of policy and services within 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.
- 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 and Officer of the Court as prescribed by legislation



- Liaises with other agencies, i.e. Facilities, Crown, RCMP, Social Services, counseling resources, to effect proper supervision of offenders.
- Work is directed by legislation (*Corrections and Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Youth Justice Act, Canadian Charter of Rights and Freedoms, NWT Corrections Act, Corrections Regulations, 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), custody and community supervision orders, and other court orders.
- Complete community assessments for CSC Parole.
- Complete reports ordered by the court (e.g. Pre-sentence Reports, Progress Reviews).
- Conduct meetings with offenders to ensure compliance with court orders.
- Attend court (Justice of the Peace Court, Youth Justice Court, Territorial Court, and Supreme Court) and may be required to provide information to the courts on Community resources and programs or offender circumstances.
- Evaluate offender compliance with court 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.
- 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 offenders, 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 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.
- Establish case management objectives.
- 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, Case Managers, Senior Probation Officers, and Regional Managers to ensure coordinated case management.
- Conduct preliminary reviews, reviews 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 when required.

**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.

**WORKING CONDITIONS**

**Physical Demands**

Threats of physical confrontation with clients, who are high risk, may be highly intoxicated or under the influence of substances, occur 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 increases when the incumbent is engaged in direct case management with the offenders.

Travel to isolated communities may be required for up to 10 days, every month. Travel to many of the communities may be required by small plane, boat, and by vehicle on gravel or ice roads.

**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.

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

- Ability to develop programs and procedures and control their implementation.
- Theoretical understanding of human behaviour and offender issues.
- Knowledge of community corrections techniques with the ability to exercise sound judgment in response to situations and problems.
- Ability to interpret legislation, policy and court documents (i.e. probation orders, prosecutor information sheet, etc.).
- Leadership and team building skills.
- Ability to work in a diverse environment.
- Conflict resolution and negotiation skills.
- Ability to work with a wide range of community and special interest groups.
- Ability to assess and evaluate human behaviour.
- Ability to develop community members (volunteers and agencies), in both experiential and formal learning approaches.
- Ability to solve complex problems.
- Interpersonal skills with the ability to effectively communicate orally and in writing.
- Understanding of corrections policies and procedures and security operations.
- Knowledge of MS Operating Systems, MS Office, Internet, and Email applications.
- 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 Diploma in a Social Science related field combined with two (2) years' current case management experience in the Corrections/Social Services field.

Equivalent combinations of education and experience will be considered.

### **ADDITIONAL REQUIREMENTS**

A 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