



IDENTIFICATION

Department	Position Title	
Justice	Counsellor	
Position Number	Community	Division/Region
82-14959	Fort Smith	Corrections/Fort Smith Correctional Complex Women's Unit

PURPOSE OF THE POSITION

The incumbent will provide comprehensive culturally sensitive mental health services for inmates and offenders at the Fort Smith Correctional Complex - Women's Unit. Services will include therapeutic intervention, program development and delivery, and counselling services within established guidelines in order to assess and improve the mental and emotional health of inmates and offenders. The incumbent works collaboratively with corrections staff and the families of inmates and offenders to facilitate healing and the reduction of illicit behaviour.

SCOPE

- Reports to the Warden.
- Provides mental health services to adult inmates, youth and offenders being supervised in the community by Probation.
- Meets on an individual basis with up to 15 inmates, youth or offenders a week.
- Works in a Minimum-Maximum security correctional setting.
- Works with and provides advice and support to Correctional Health Services, Case Management, and Security staff.
- Participates in up to eight programs per year.

Work is directed by legislation (Federal-Corrections Conditional Release Act, Prison and Reformatory Act, Criminal Code of Canada, Youth Criminal Justice Act, Canadian Charter of Rights and Freedoms and Territorial GNWT Corrections Act, Corrections Regulations, Youth Justice Act, Public Service Act, Access to Information Privacy Protection Act); any applicable current and future legislation and specific policies, (Corrections Service Directives, Mental Health Guidelines, Territorial Safety Acts and Legislation, and the HR Manual).



RESPONSIBILITIES

1. Responsible for providing counselling services to inmates, youth and offenders and is accountable for supporting case management in their assigned area.

- Works collaboratively with a multidisciplinary team including Case Management, Traditional Counsellor and Liaison Officer, Institutional Instructors, Correctional Health Services, Program Delivery, Probation Services, and additional mental health professionals.
- Participates in interdisciplinary treatment team meetings, case conferences, and in-service training in order to enhance treatment interventions and support reintegration and rehabilitation for inmates, youth and offenders.
- Provides monthly reports to the Warden.
- Conducts assessments and mental health screening.
- Conducts individual and group critical incident stress debriefings for staff and persons in custody, where applicable.
- Develops and implements psychological case plans and testing methods, evaluates the progress of inmates, youth and offenders with respect to assessments and provides feedback to other Corrections staff.
- Assess inmates, youth and offenders as referred by staff, recommending suitable intervention, follow up, or referrals to appropriate medical services.
- Counsels inmates, youth and offenders on an on-going basis and maintains progress reports.
- Accepts and follows up on referrals about inmates, youth and offenders' mental health including, but not limited to suicidal ideation and intent, depression, psychoses, anger, substance use/withdrawal, developmental delay, criminal intent, guilt, Fetal Alcohol Spectrum Disorders (FASD) indicators and initiates appropriate therapy to reduce problems and supports healing pathways for aftercare upon release.
- Researches files from the facility, Corrections Offender Management System (COMS), social workers, and other programs.
- Provides crisis intervention and conflict resolution services at the request of the Warden, Management, Corrections Health Services, or Case Management staff.
- Works with staff in building rapport and communicating with inmates, youth and offenders, providing support in crisis intervention and conflict resolution.
- Observes and assesses persons in custody behaviour and intervenes when appropriate.
- Develops professional interaction with persons in custody in both open and closed settings in order to maximize effectiveness of intervention.

2. Accountable for providing consultative advice to the Case Management Team and Correctional Health Services.

- Assess and screen persons in custody for suitability for various programs.



- Provide behavioural development programming for persons in custody in order to foster opportunities for rehabilitation.
- Monitor and evaluate persons in custody progress and success.
- Provide support to case management by participating in and adhering to the case management plan and participating in case conferences, penitentiary meetings, and similar meetings as required.
- Research, develop, coordinate, deliver and evaluate programming.
- Lead and participate 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.
- Provide consultative support to queries from Case Management and Correctional Health Services in order to maximize inmate, youth and offender treatment, reintegration, and rehabilitation.
- Maintain treatment files and client records.

3. Accountable for program support and program facilitation in support of opportunities, rehabilitation and community initiatives.

- Assess and screen inmates, youth and offenders for program suitability.
- Provide behavioural development programming for inmates, youth and offenders to foster opportunities for rehabilitation.
- Monitor and evaluate inmate, youth and offender progress and success.
- Aid in delivery of required programming (i.e. Sex Offender Programs, Violence Programs, Substance Abuse Programs).
- Lead and Participate in a wide variety of activities and programs (discussion on sexuality, drug and alcohol counselling etc.) providing opportunities for inmates, youth and offenders to experience behavioral change.

4. Accountable for support to Probation Services within their assigned areas.

- 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.
- Offer guidance to Probation regarding case management decisions in respect of high-risk inmates and offenders.



WORKING CONDITIONS

Physical Demands

Threat of physical confrontation with persons in custody who are considered high risk, may be highly emotional or agitated due to mental stress, 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. Rate of exposure increases when the incumbent is engaged in direct counseling/intervention with persons in custody. Work with a high-risk population that may be aggressive, violent, or otherwise extremely distraught and/or agitated, at times, on a daily basis.

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 inmates and offenders 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.

Psychological after-effects of counselling on a day-to-day basis include absorbing offender stories which at times can be very emotional and cause vicarious trauma and post-traumatic stress. 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

- Knowledge
- Knowledge of therapeutic treatment options as well as the skill and ability to provide such treatment.
- Knowledge of child, adolescent, and adult developmental, psychological, social, and cognitive development.
- Knowledge of and ability to network resources to support the rehabilitation and reintegration of inmates and offenders.
- Knowledge of or ability to acquire an understanding of NWT demographics, values, culture and history.
- Problem solving and decision-making skills.
- Individual and group counselling skills.
- Assessment and referral skills.
- Ability to effectively communicate both orally and in writing.
- Ability to assess persons in custody and provide meaningful, understandable, and useful advice to Case Management and Correctional Health Services.
- Assessment and referral skills.
- Ability to work in a diverse environment.
- Computer ability including use of MS Operating Systems, MS Office, Internet and e-mail applications.
- Understanding of pertinent section of ATIPP legislation.
- Understanding of consultative and referral process.
- Ability to function in a team environment.
- Interpersonal skills.
- Maintain knowledge of current best practices and evidence-based research on criminal offending.
- Ability to conduct cognitive-behavioural therapy and lead cognitive-behavioural interventions.
- Ability to incorporate into interventions the research on substance abuse and recovery.
- Awareness, as well as safety and sensitivity approaches in the workplace.
- 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:

Master's degree in counselling or psychology with two years of relevant experience.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Registered and in good standing with a reputable Canadian, Provincial or Territorial regulatory or licensing body, such as Canadian Counselling and Psychotherapy Association (CCPA) or the Canadian Psychological Association (CPA). Other regulatory bodies will be considered on a case-by-case basis.

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