



IDENTIFICATION

Department	Position Title	
Justice	Counsellor	
Position Number	Community	Division/Region
82-14959	Fort Smith	Corrections/FSCC

PURPOSE OF THE POSITION

The incumbent will provide therapeutic intervention, program development, 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 persons in custody families and staff of the justice department to facilitate healing and to reduce illicit behaviour of persons in custody.

SCOPE

The Counsellor reports to the Warden of the Fort Smith Correctional Complex and is located in Fort Smith

The Counsellor provides services to approximately seventy-eight (78) employees within the facility, other divisions within the department from Health Care, Case Management and Security. The counsellor meets weekly on an individual basis with up to ten persons in custody. Participates in up to eight programs per year with up to ten persons in custody per program while under a Minimum-Maximum security setting.

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* and policies from the Corrections Service Directives and mental health guidelines.

RESPONSIBILITIES

1. Accountable for support to case management services within their assigned area.

- 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.
- Assesses persons in custody for learning disabilities.
- 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 therapy, release planning, substance abuse counseling and vocational counseling to the persons in custody and their support system.
- 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 with the person in custody.
- 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.
- Observes and assesses persons in custody behaviour and intervenes when appropriate.
- Educates staff to facilitate persons in custody programs (i.e. anger management).

2. Accountable for programming in support of opportunities for rehabilitation and community initiatives.

- Assess and screen persons in custody for suitability for various programs.
- Provides behavioural development programming for offenders 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.

3. 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, 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 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-offenders and their family members during off duty hours.

Physiological after-effects counseling on a day to day basis absorbing offender problems which at times can be very emotional.

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 offenders and provide meaningful, understandable and useful advice to Case Management and Health Unit.
- 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.

Typically, the above qualifications would be attained by:

A Master's degree in Psychology with two years' experience.

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