



IDENTIFICATION

Department	Position Title	
Justice	Canteen-Stores Officer	
Position Number	Community	Division/Region
82-2197	Yellowknife	Corrections/North Slave Correctional Complex

PURPOSE OF THE POSITION

Purchases supplies to maintain the canteen's inventory and delivers canteen services for the North Slave Correctional Complex, within the established guidelines, while also providing safe and secure custody, and contributing to the rehabilitation of inmates. Issuing and inventory control on Inmate and Staff clothing.

SCOPE

This position works in the North Slave Correctional Complex (NSCC) in Yellowknife, NT and reports to the Manager, Administration and Support Services and is a Peace Officer while on duty. Canteen and Stores are located within the secure envelope that house approximately 140 inmates.

Work is carried out subject to the provisions of the *Criminal Code* (Canada), The Charter of Rights and Freedoms, the *Youth Criminal Justice Act* (Canada), the *Corrections Act* (NWT), the *Public Service Act* (NWT), policies such as the Corrections Service Directives, Complex Standing Orders and the Human Resource Manual.

RESPONSIBILITIES

1. Provides safe and secure custody of inmates within established guidelines, to ensure the safety of society, inmates and staff.

- Follows and maintains institutional security procedures.
- Observes and assesses inmates' behavior and intervenes when appropriate.
- Applies informal and formal disciplinary action.
- Delivers, escorts and transports.
- Collects data and writes safety and security reports.
- Administers contraband control (searches and frisks).



2. Operates the Welfare Fund Canteen within established guidelines, in order to provide commissary items to the inmates.

- Prepares purchase orders for items for the canteen and acquires proper authorization.
- Receives, inspects and verifies incoming orders and starts process for payment.
- Maintains an inventory for all supplies.
- Prepares overage and shortage reports after monthly inventory is taken.
- Maintains a list of canteen and arts and crafts items.
- Sells items from above lists to inmates.
- Follows and maintains institutional security procedures.
- Observes and assesses inmates' behavior and intervenes when appropriate.
- Applies informal and formal disciplinary action and writes reports on inmates.

3. Oversees stores operations, maintaining an inventory of all inmate and staff clothing.

- Maintains inventory of inmate clothing, shoes, mattresses and linens.
- Maintains inventory of staff clothing.
- Prepares requests for purchases to maintain inventory levels.
- Distributes inventory as required and tracks all items.
- Receives, inspects and verifies all incoming shipments and then forwards packing slip/invoice for payment.
- Stores areas are located in the loading bay, sea cans, and outside sheds.
- Completes other inventories as requested.

4. Provides financial and administrative support for complex.

- Assists in counting and/or preparation of bank deposits for the Inmate Trust and Welfare Funds.
- Takes bank deposit to bank and other drop offs as required.
- Position hold VISA purchasing authority to assigned limit.
- Provides general purchasing for the Complex when required along with purchasing for the Canteen using established suppliers.

WORKING CONDITIONS

Physical Demands

Lifting of stores and canteen material (boxes may be heavy) and standing for periods of 2-3 hours occurs daily. Physical confrontations with persons in custody, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately 1-3 times per month, usually with a high degree of intensity, and lasting approximately 5 minutes per occurrence.



Environmental Conditions

The incumbent works in a secure environment where there can be exposure to communicable diseases, this rate of exposure increases when the incumbent is engaged in direct intervention with persons in custody. While working in stores, may be exposed to dust.

Sensory Demands

The incumbent must use the combined senses of sight, touch, and hearing simultaneously to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, persons in custody, groupings/gangs).

Mental Demands

The incumbent will be required to interact with persons in custody who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behavior 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 situation. Incumbent may be subjects to phone calls and direct disruptions to family life during off-duty hours.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to act appropriately during crisis/stressful situations.
- Knowledge of and ability to assess human behavior and persons in custody issues.
- Problem solving and decision-making skills.
- Interpersonal skills with demonstrated verbal and written English communication skills.
- Ability to work in a diverse environment.
- Knowledge of corrections policies and procedures.
- Knowledge of practical corrections techniques and theories (i.e. social deviance, mental health, etc.) with the ability to exercise sound judgement in application (use of restrains, non-violent crisis intervention, suicide and self-harm intervention).
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications; and purchasing, inventory, and automated accounting/financial systems and software.
- Knowledge of Occupational Health and Safety (WHMIS).
- 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:

Grade 12 Diploma or Equivalency combined with successful completion of the NWT Corrections Northern Recruitment Training Program or equivalent training program from another jurisdiction or one year of experience as a Corrections Officer, and six months of experience in ordering, stocking, and distribution of goods.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Some requirements (*) will be requested at the time of a verbal job offer;

Class 4 driver's license to escort inmates and attend vendor's premises. *

Satisfactory Vulnerable Sector check*

First Aid and CPR Certification*

WHMIS 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