



Government of
Northwest Territories

IDENTIFICATION

Department		Position Title	
Justice		Assistant Warden	
Position Number	Community	Division/Region	
82-4649	Yellowknife	Corrections/NSCC	

PURPOSE OF THE POSITION

The Assistant Warden is responsible for supporting, advising and assisting the Warden in the effective management of the North Slave Correctional Complex (NSCC) operations, programs and administration of the facility, within departmental guidelines of the Northwest Territories, in accordance with operational standards established in the Corrections Division, in order to provide safe and secure custody, rehabilitation and reintegration of sentenced and remanded persons in custody.

There are two Assistant Warden positions that rotate through Operations and Programs as required by the Warden. As part of the facility management team, the Assistant Warden will ensure the ongoing provision and enforcement of policy, services and coordination of programs within the Corrections Mission, Vision and Value statement.

SCOPE

The Assistant Warden is one of two Corrections Service managers under the responsibility of the Warden. The Assistant Warden advises and assists the Warden in managing approximately 120 employees and a \$16 million dollar budget. The Assistant Warden advises the Warden in the integration of security operations and programs in accordance with established legislation and standards. Uniform practices are followed in accordance with developed policy, which encompasses the Values, Mission and goals of the Corrections Service.

The incumbent directly manages up to seven (7) frontline managers that rotate through posts to supervise corrections staff. The incumbent is also responsible for the management of program staff, case management staff, health services, food services staff and 148 persons in custody from low to high security. The incumbent will develop and assess plans,

policies, documents, concerning case management and security initiatives. The Assistant Warden also works collaboratively with managers in other Government of the Northwest Territories Departments as well as other agencies, including community groups, to support and integrated approach to service delivery and policy development.

RESPONSIBILITIES

1. Manages and ensures the delivery of dynamic, static security and safety programs.

- Researches and develops post orders and standing orders based on Corrections Service directives, and recommends changes to directives.
- Work is directed by all applicable current and future legislation and acts.
- Ensures compliance with post orders, standing orders based on divisional directives or any applicable current or future legislation or acts.
- Maintains on-going communication with all facility staff, including facility rounds on a regular basis to ensure persons in custody and staff safety and to ensure competency in the provision of services to persons in custody.
- Completes routine rounds to high security areas of the facility to ensure persons in custody under segregation conditions of confinement are met as per policy.
- Meets with the Inmate Advisory Committee to discuss persons in custody concerns on a regular basis.
- Interviews individual persons in custody regarding grievances and appeals filed to the warden on a regular basis.
- Manages and administers the persons in custody disciplinary process.
- Administers the process where warrants and court orders are reviewed to ensure lawful custody.
- Ensures the interventions used in response to behaviour of persons in custody is appropriate and within established guidelines.
- Ensure Use of Force reviews are completed as required.
- Administers the process of control mechanisms and procedures for visits, escorts, and persons in custody transport.
- Liaises with RCMP in regards to ongoing intelligence and investigations.
- Administers the process of recording and reporting persons in custody movements within and outside the facility.
- Ensures the accuracy of safety and security reports and directs appropriate action to be taken.
- Assists Warden with identifying organizational risk areas.
- Administers the process for contraband control (searches and frisks) (electronic contraband detection) within the facility.

- Ensures the process of security classifications are completed and makes recommendations to the Warden for reassessments when necessary.
- Manages professional standards and adherence to health and safety regulations.
- Manages compliance with departmental and legal protocol, ensuring procedures are followed and legal clarification requested when required.
- Researches trends within other correctional jurisdictions to ensure current best practices remain relevant, recommend changes to Warden to improve current practices.

2. Manages and ensures effective programming and case management of Adult and Youth in custody.

- Administers the delivery of programs based on needs identified in risk assessments (i.e. recreation, drug and alcohol counseling, anger management, cognitive-skills, traditionally based, etc.).
- Ensures core programs are certified and meets Corrections Service Canada (CSC) standards in order to retain Federal persons in custody.
- Ensures that educational services are using instructional methods and materials that are relevant and current.
- Recommends training of staff in support of programs.
- Ensures yearly program plans are completed, persons in custody programs are scheduled, and program reports are submitted in a timely manner.
- Responsible for ensuring the monitoring and evaluation of risk assessments in compliance to principle/rules and in support of the integrity of the service.
- Manages and evaluates the development of the case management process in support of reintegration planning.
- Reviews progress reports and ensures documentation is completed in support (for court and community workers).
- Ensures all reports submitted are in compliance to case management/security standards.
- Recommends decisions affecting persons in custody (i.e. Temporary Absence Meetings and Pen Placement Meetings) to the Warden. This will also include imposing discipline to persons in custody at Warden Court in Wardens absence. This entails close contact with inmates who are being disciplined.
- Manages the sentence administration process for compliance including and timely sentence calculations and filing procedures.
- Liaise with the CSC in compliance with the Exchange of Services Agreement.
- Administers the formal and informal disciplinary measures taken on all persons in custody to ensure compliance with all applicable directives and legislation.
- Administers the facility disciplinary process for persons in custody.

- Makes decisions affecting persons in custody management as a result of Reintegration Leave Committee meetings.

3. Manages staff resources to ensure an effective, efficient and motivated workforce while maintaining a safe and secure working environment.

- Assists and advises Warden in the identification of staffing requirements and action of the staffing process.
- Manages and approves employee leave to ensure effective facility operations.
- Manages facility attendance and overtime.
- Assists the Warden in managing administration, information technology, research, special needs, finance, and *Access to Information and Privacy Protection Act*.
- Ensures timely and accurate completion of Workers Safety and Compensation Commission reports.
- Develops implements and ensures adherence to operational safety procedures.
- Participates in the development of succession and human resources strategies for the Division.
- Recommends training in support of professional development opportunities and succession planning for staff.
- Completes and reviews performance appraisals.
- Assists Warden in grievance response and participates in facility labour relation issues.
- Implements the staff progressive discipline process and administers disciplinary action, which may include investigations into staff behaviour or misconduct.
- Ensures regular Joint Consultation, Staff and Health & Safety meetings are conducted.
- Administers contingency plans in response to emergency situations.
- The incumbent will be the on call duty officer ten (10) times per month or as required. They will be the point of contact for Deputy Wardens in cases of emergencies and various contingencies. The situation may be resolved by telephone or by returning to NSCC.

4. Assists and is responsible for the financial management of facility services within departmental guidelines.

- Timely completion of monthly statistical reports.
- Responsible for operating budgets in assigned area.
- Assists and advises Warden in budget preparation and projection.
- Assists and advises Warden in FMB, Capital, Operations and Maintenance planning.
- Assists and advises Warden in the strategic planning and operational staff resource for the Complex.
- Assists and advises the Warden of contracts and tenders within the NSCC.
- Approves maintenance repair requests.

- Identifies issues and provides expert advice to Warden with respect to challenges, developments and concerns in the facility.

WORKING CONDITIONS

Physical Demands

Physical confrontation 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 time per week for a high degree of intensity. The incumbent works in the secure area of the NSCC where persons in custody are housed and is required to walk up and down stairs frequently during each shift to effectively manage what is taking place in a large corrections facility. This includes entering the high Security area, maximum security, admissions, medical isolation and population units in the facility. The incumbent meets one on one with persons in custody during the disciplinary process and to hear appeals and grievances.

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 which happens from time to time. Persons in custody suffering from AIDS, TB and Hepatitis are often admitted to the facility.

Sensory Demands

The incumbent must use the combined senses of sight, touch, and hearing 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. There is a constant risk in such an environment that any staff member might be the object of a physical attack. Further, the incumbent works in a secure environment that, isolated by its nature, results in exposure to high-risk situations. The incumbent may be subject to phone calls and direct disruption to family life during off-duty hours which may include reporting to the NSCC in emergency situations.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven management skills and sound financial practices including budget reporting.
- Proven leadership, problem solving and team building skills.
- Ability to supervise staff and motivate people/teams to develop their full potential.
- Ability to think strategically to plan and implement actions that achieve future goals.
- Ability to manage a diverse set of responsibilities and coordinate multiple activities.
- Ability to lead and direct during crisis situations.
- Excellent management skills and financial practices.
- Excellent theoretical understanding of human behaviour and adult persons in custody issues.
- Proven ability to assess and evaluate human behaviour.
- Strong interpersonal skills with the ability to effectively communicate orally (negotiate, mediate and arbitrate issues) and in writing.
- Ability to work in a diverse environment.
- Proven understanding of corrections policies, procedures and security operations.
- Knowledge of practical corrections techniques with the ability to assess sound judgment exercised by staff in the application (use of restraints, crisis intervention, suicide intervention). Awareness of cultural diversity, specifically, northern Aboriginal traditions and values.
- Knowledge of applicable current and future federal and territorial legislation and acts.
- Ability to interpret court documents (i.e. warrant of committals, fine defaults, remand warrants etc.).
- Proven labour relations ability and ability to manage staff.
- Knowledge of and ability to use MS Operating Systems, MS Office, Internet and E-mail applications.
- Knowledge of Occupational Health and Safety (WHMIS).
- Ability to work with a wide range of community and special interest groups.

Typically, the above qualifications would be attained by:

A Bachelor's Degree in Social Sciences or a related field with seven years of progressively more responsible corrections services experience, including four years current operational/case management supervisory experience.

Previous supervisory experience of staff in a case management/operational setting is required, as is recent experience in managing a budget. Incumbent must be first aid and CPR certified and possess a Class 4 driver's license.

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