

Ministry: Attorney General
Branch: Corrections
Location: North Island

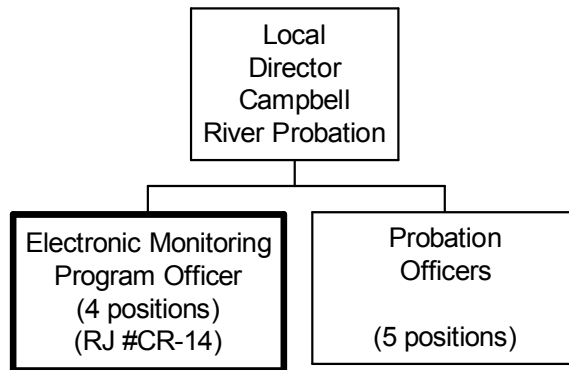
Working Title: **Electronic Monitoring Program Officer**
Level: Range 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To monitor offenders on the electronic monitoring program (EMP).

JOB DUTIES AND TASKS

1. Completes community assessments
 - a. interviews offenders, their family members and their employers
 - b. conducts criminal activity background checks through various justice system agencies
 - c. examines previous incarceration history
 - d. confirms that offenders' homes are compatible with EMP equipment
 - e. liaises with probation officers
2. Provides case management services to offenders
 - a. liaises with community service organizations which provide employment, education, or remedial opportunities as part of developing individual case management plans
 - b. designs individualized case plans and temporary absences; determines program needs (substance abuse counselling, community work service, psychological counselling, etc.); determines appropriate community activities according to Temporary Absence conditions
 - c. assists offender to complete parole application
 - d. assesses offenders progress; maintains progress log entries and computer files maintain progress log entries and computer files
 - e. counsels offenders on how to obtain EMP suitability and motivates to cooperate with sentence plan
 - f. recommends changes to temporary absence (TA) and parole conditions
3. Controls offenders on EMP
 - a. orients offender re: rules, regulations and conditions of temporary absence
 - b. installs EMP equipment in offender's residence and attaches monitoring device to offender
 - c. performs checks in person, or by telephone, at offender's residence, workplace, or other assigned location
 - d. checks to ensure temporary absence, bail or parole conditions are met; looks into suspected violations; suspends TA, apprehends offender and returns to secure custody as required; appears at disciplinary hearings or for court purposes
 - e. monitors alarm system and responds to alarms
4. Performs other duties
 - a. monitors EMP equipment operation and inventory; repairs or arranges for repairs
 - b. operates, maintains, arranges repairs for government vehicle
 - c. liaises with various justice system agencies, community groups, correctional centre staff and conducts EMP presentations as requested
 - d. assists in recruitment, orientation and on-the-job training of new EMP officers
 - e. calculates and collects fine payments, balance amounts
 - f. responds to emergency situations such as attacks; applies physical restraint techniques to control offender



REASON FOR CLASSIFICATION

Reference Job #CR-14

Job Title: Electronic Monitoring Program Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws, regulations and procedures to design individualized case management plans for offenders and monitor and assess their progress.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of the needs and behaviour of the offenders and choose an approach using accepted corrections procedures to develop individualized case management plans, assess progress and refer appropriate program personnel or professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use counselling skills to interview offenders and their families to determine suitability for EMP, counsel them on how to attain suitability and motivate the offender to follow sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control offender.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternate course of action to develop individualized case plans, determine level of control over the offender and assess progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to calculate and receive fine payments and balance amounts.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to monitor and maintain security alarm systems.</p>	D	22.5

REASON FOR CLASSIFICATION

Reference Job #CR-14

Job Title: Electronic Monitoring Program Officer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to new EMP officers on procedures.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide enforcement services to ensure security of offenders, staff and public.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to frequently observe offenders' behaviour to prevent life threatening situations such as attacks.	C	12
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain offenders during altercations.	C	12
12	SURROUNDINGS Exposure to regular involvement with unpredictable offenders.	B	4
13	HAZARDS Moderate exposure to hazards from frequently driving to check on offenders on electronic monitoring program at the home or workplace.	C	6

Total Points: 603

Level: Range 14

Paid Range 15 as per 13th Master.

JOB DESCRIPTION

Benchmark Job #046

Ministry: Attorney General
Branch: Corrections MRCC
Location: Maple Ridge

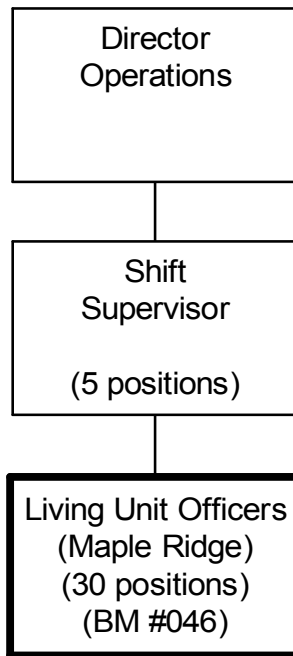
Working Title: **Living Unit Officer – Maple Ridge**
Level: Grid 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To maintain safe and secure custody of inmates in an adult open correctional centre (Maple Ridge Correctional Centre).

JOB DUTIES AND TASKS

1. Maintains safe and secure custody of inmates in a living unit
 - a. monitors the operation and activities of a living unit including the performance of cleaning duties and compliance with rules and policies of the institution
 - b. maintains security of living unit by conducting inmate counts, checking living unit area and alarm/communication/safety equipment, conducting window and lock security checks and by conducting searches of inmates and living areas
 - c. maintains log of inmate movements and behaviour and submits living unit shift reports
 - d. reports security breaches and takes appropriate action such as disciplinary action if required
 - e. completes incident reports, inmate injury reports and inmate offence reports
2. Provides inmate caseload service
 - a. completes unit assessments, develops individual sentence plans, assesses inmate progress and provides counselling on acceptable behaviour, rules of the living unit and in dealing with personal problems
 - b. responds to inmate needs or requests by completing forms or by referring to appropriate program personnel such as chaplain, medical professionals and drug and alcohol counsellors
 - c. motivates inmates to cooperate with sentence plans, assists inmates with Temporary Absence Leaves, in completing Parole Applications and attaches observations and recommendations in a unit assessment for Parole Coordinator
 - d. intakes inmates into living unit including conducting interview, obtaining information and providing instructions on rules and regulations
3. Performs other related duties
 - a. responds to emergencies such as attacks, suicide attempts, and incidents including performing first aid, CPR, conflict resolution or crisis intervention and applying physical restraint techniques to control inmates during altercations
 - b. distributes medication to inmates and ensures that it is taken
 - c. sorts, files and updates inmates records and files on computer
 - d. orders canteen supplies for inmates and signs for goods received
 - e. checks and balances inmate accounts
 - f. mediates inmate grievances
 - g. escorts inmates off grounds



REASON FOR CLASSIFICATION

Benchmark Job #046

Job Title: Living Unit Officer – Maple Ridge

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programmes and related legislation to administer, enforce and interpret laws, regulations and procedures to develop individualized sentence plans for inmates and assess their progress in a living unit.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of resident behaviour and choose an approach using a combination of accepted correctional centre methods and procedures to develop individualized sentence plans for inmates, assess inmate progress, mediate inmate grievances and refer inmates to appropriate program personnel or professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage cooperation with inmate sentence plans by prison inmates.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternative course of action to develop individualized sentence plans, counsel and assess inmate progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to monitor inmate's funds by checking and balancing accounts.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmates by vehicle.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #046

Job Title: Living Unit Officer – Maple Ridge

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates in correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviour in the living unit to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates during altercations.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from inmates in a maximum security correctional centre.	E	12

Total Points: 603.5

Level: Range 14

Paid Range 15 as per 13th Master.

JOB DESCRIPTION

Reference Job #CR-12

Ministry: Attorney General
Branch: Corrections SPSC
Location: Surrey

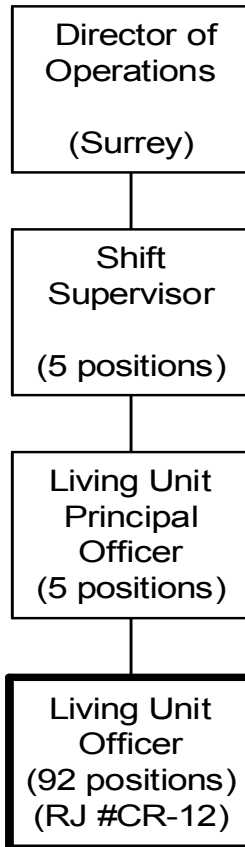
Working Title: **Living Unit Officer (Surrey)**
Level: Grid 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To maintain the safety, security, custody, care, and control of inmates in the living unit of a large secure correctional centre (Surrey Pre-trial Services Centre).

JOB DUTIES AND TASKS

1. Maintains safe and secure custody of inmates in a living unit
 - a. monitors the operation and activities of a living unit including the performance of cleaning duties and compliance with rules and policies of the institution
 - b. maintains security of living unit by conducting inmate counts, checking in living unit area and alarm/communication/safety equipment, conducting window and lock security checks and by conducting searches of inmates and living areas
 - c. maintains log of inmate movements and behaviour and submits living unit shift reports
 - d. reports security breaches and takes appropriate action such as disciplinary action if required
 - e. completes incident reports, inmate injury reports and inmate offence reports
 - f. escorts inmates off grounds
2. Provides inmate caseload services
 - a. completes unit assessments, develops individual sentence plans, assesses inmate programs and provides counselling on acceptable behaviour, rules of the living unit and in dealing with personal problems
 - b. motivates inmates to cooperate with sentence plans
 - c. enforces compliance with Correctional Centre Rules and Regulations and local Standing Orders
 - d. looks into inmate offences and mediates inmate grievances
 - e. refers inmates to other program personnel or health professionals
 - f. assesses each residents' behaviour and attitude for the Token Economy system by completing forms and determining level of payment
 - g. exchanges information with police, immigration, and other agencies
 - h. responds to emergencies and incidents such as attacks, suicide attempts, including performing first aid, CPR, conflict resolution and crisis intervention, and applying physical restraint techniques to control inmates during altercations



ORGANIZATION CHART

Reference Job #CR-12

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws, regulations and procedures to develop individualized sentence plans for inmates and assess their progress in a living unit.</p>	F	190
2	<p>MENTAL DEMANDS Judgment to apply analysis and interpretations of resident behaviour and choose an approach using a combination of accepted correctional centre methods and procedures to develop individualized sentence plans for inmates, assess inmate progress, mediate inmate grievances and refer inmates to appropriate program personnel or professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate residents to follow sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control residents</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternative courses of action to develop individualized resident sentence plans and assess resident progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to assess resident behaviour to determine level of payment to inmates based on a Token Economy.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmates by vehicle.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-12

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Little or no responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of residents in correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviour in the living unit to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain residents during altercations.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable residents almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from residents in a maximum security correctional centre.	E	12

Total Points: 603.5

Level: Range 14

Paid Range 15 as per 13th Master.

JOB DESCRIPTION

Reference Job #CR-13

Ministry: Attorney General
Branch: Corrections, WYDC
Location: Burnaby

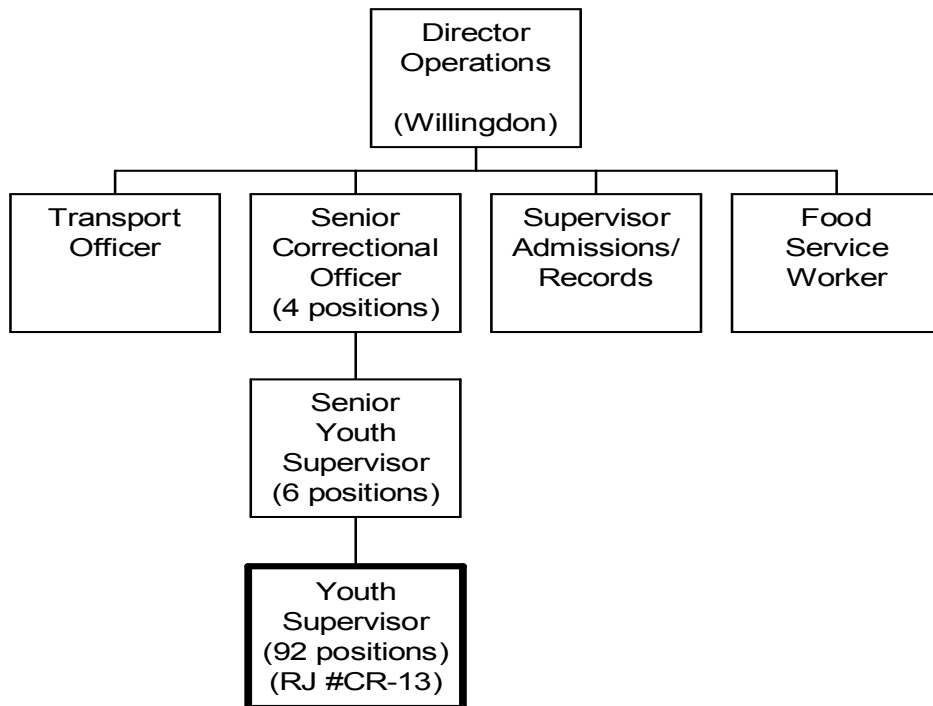
Working Title: **Youth Supervisor (Willingdon)**
Level: Range 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To maintain the safe care and custody of residents within a living unit in a large secure environment (Willingdon Youth Detention Centre).

JOB DUTIES AND TASKS

1. Maintains the safe care and custody of residents within a living unit
 - a. reads documentation at commencement of shift to be aware of any behaviour, attitude, safety and security concerns
 - b. discusses concerns with other staff, supervisors, etc.
 - c. monitors the movement and activity of residents within the unit
 - d. enforces standards, procedures and policies for good order and security
 - e. conducts regular and sporadic counts, recording in unit log and advising control
 - f. reports security violations, safety or fire hazards to supervisor
 - g. responds to and intervenes in emergencies and incidents such as attacks, suicide attempts, performs first aid, CPR; deals with incidents of antagonism, resolves conflicts; applies physical restraint techniques to control inmates during altercations
 - h. checks communication equipment and unit accessories to ensure in good working order
2. Monitors the activities in the living unit
 - a. corrects inappropriate behaviour, attitude and language
 - b. assists residents to cope with incarceration through motivation, direction, and/or referral to program support person or other professionals
 - c. intervenes in inappropriate peer relations, resolves through pro-active actions and presence, provides feedback; acts as role model to residents
 - d. looks into incidents and situations, documents and advises the supervisor, makes recommendations or referrals to resolve situation
 - e. assesses each resident's behaviour and attitude for the Token Economy System by completing forms and determining level of payment
 - f. plans, organizes and implements daily routine, programs and activities, encouraging participation, cooperation and teamwork; drives inmates to work site or appointments
 - g. facilitates and participates in meal distribution/consumption
 - h. enforces cleaning chores and duties and encourages cleanliness on a personal level
3. Provides case management services to residents
 - a. completes case management reports
 - b. meets with residents to develop short and long term goals, individualized sentence and release plans
 - c. motivates inmates to cooperate with sentence plans
 - d. assess inmate progress, identifies strengths and weaknesses, provides feedback to residents, Probation Officer and Case Management Coordinator
 - e. monitors and documents resident progress
 - f. organizes and participates in case management conferences
 - g. acts as advocate for residents when appropriate



ORGANIZATION CHART

Reference Job #CR-13

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws, regulations and procedures to develop individualized sentence plans for inmates and assess their progress in a living unit.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of the behaviour of residents and choose an approach using a combination of accepted correctional centre methods and procedures to develop individualized sentence plans for inmates, assess progress and refer inmates to appropriate program personnel or professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate residents to follow sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control residents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternative courses of action to develop individualized goals, sentence reviews and release plans and assess resident progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to assess resident behaviour to determine level of payment to inmates based on a token economy.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmate workers to work sites and appointments by vehicle.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-13

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Little or no responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of residents in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviour in the living unit to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain residents during altercations.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable residents of a youth secure facility almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from young offenders.	E	12

Total Points: 603.5

Level: Range 14

Paid Range 15 as per 13th Master.

Ministry: Attorney General
Branch: Corrections, BBYCC
Location: Boulder Bay

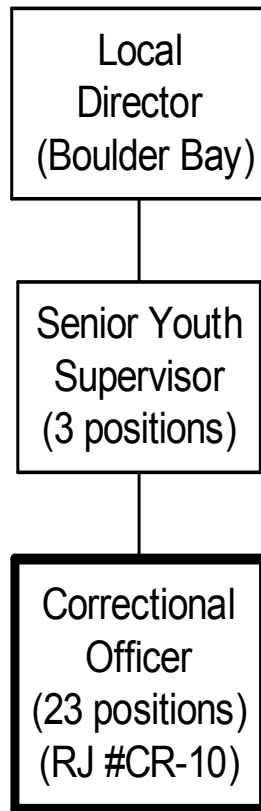
Working Title: **Correctional Officer (Boulder Bay)**
Level: Range 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To maintain the security, safety and control of residents sentenced to secure custody or held on a warrant of remand in a secure youth camp environment (Boulder Bay Youth Custody Centre).

JOB DUTIES AND TASKS

1. Maintains the security, safety and control of approximately 33 residents
 - a. controls residents within a living unit, on the grounds during work projects or recreational activities or on escort
 - b. monitors activities and behaviour of residents, ensures they comply with the Branch and Centre rules and regulations
 - c. conducts formal and informal counts, checks living unit area and grounds, inspects communications and safety equipment, etc.
 - d. conducts searches of living units and residents as required
 - e. responds to emergencies and incidents such as attacks, suicide attempts, performs first aid, CPR, deals with incidents of antagonism, resolves conflicts
 - f. completes incident reports, injury reports, resident offence reports, etc., and looks into resident offenses; applies physical restraint techniques to control residents
 - g. trains residents in work, recreation and leisure time programs and activities located at and away from the centre
 - h. instructs residents in the care and safe use of various tools and equipment
 - i. operates vehicles and boat to transport residents to work-sites, appointments and for transfers to other centres
2. Provides basic information to and counselling of residents
 - a. informs residents of appropriate behaviour, life skills, rules of the living unit and centre
 - b. counsels residents in dealing with personal problems or the stress of being incarcerated
 - c. motivates residents to set and work towards end release goals
 - d. refers residents for formal counselling, therapy or rehabilitation, or other health professionals
 - e. records daily activities, behaviour and work progress to resident log
3. Provides case management services to residents
 - a. counsels residents to work towards goals such as early release
 - b. develops individualized sentence plans, release plans, temporary absences, etc.
 - c. assists residents in completing various forms
 - d. prepares monthly and other reports
 - e. assesses each residents' behaviour and attitude for the Token Economy System by completing forms and determining level of payment



ORGANIZATION CHART

Reference Job #CR-10

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws, regulations and procedures to develop individualized sentence plans for inmates and monitor and assess their progress in a living unit.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of resident behaviour and choose an approach using a combination of accepted correctional centre methods and procedures to develop individualized sentence plans for inmates, assess inmate progress and to refer residents to appropriate program personnel or health professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counseling to motivate residents to set, and work towards, early release goals.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control residents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternative course of action, to maintain the safety and security of a correctional living unit, to develop individualized sentence plans for young residents, and assess resident progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to assess resident behaviour to determine level of payment based on a Token Economy for inmates.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmate workers to work site by vehicle.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-10

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction on the care and use of tools and equipment.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure the security of staff and residents of the youth camp, and when escorting residents.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviour in the camp, to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable residents of a secure youth camp almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from residents of a secure youth camp.	E	12

Total Points: 607.5

Level: Range 14

Paid Range 15 as per 13th Master.

JOB DESCRIPTION

Reference Job #CR-08

Ministry: Attorney General
Branch: Corrections SLCC
Location: Stave Lake

Working Title: **Work Gang Officer (Stave Lake)**
Level: Range 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

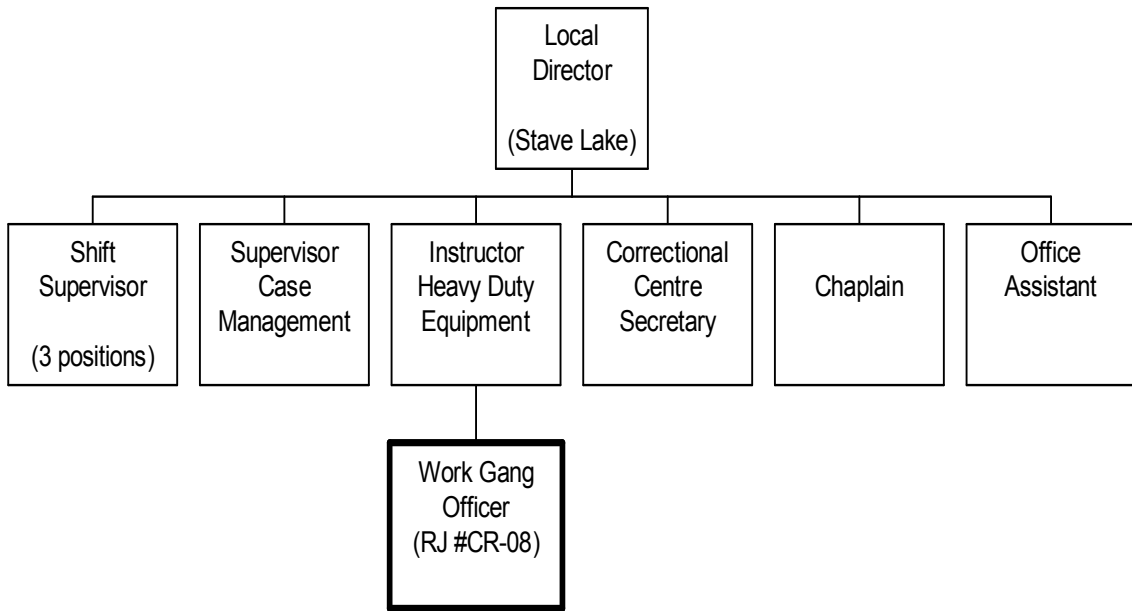
PRIMARY FUNCTION

To maintain custody, care and control of inmates in an adult open custody correctional centre (Stave Lake Correctional Centre); assist in the operation of the Fisheries Program; operates the canteen and hobbies program, provide case management services to inmates.

JOB DUTIES AND TASKS

1. Maintains the safety, security and control of inmates
 - a. monitors, directs and corrects inmate behaviour within the centre, during escorts and at work sites, disciplining as required
 - b. conducts formal and informal counts of inmates
 - c. patrols and searches work, leisure and living areas; frisks inmates
 - d. ensures compliance with branch and centre rules and regulations
 - e. responds to emergencies and incidents within the centre such as attacks, suicide attempts, performs first aid, CPR; deals with incidents of antagonism and resolves conflicts; applies physical restraint techniques to control inmates; complete incident reports
 - f. inspects vehicle and boat for safety prior to use
 - g. provides instruction in safety practices and proper use of tools; monitors performance
 - h. completes incident reports, injury reports, inmate offence reports, etc.
 - i. distributes inmate medications
2. Assists in the operation of the Fisheries Program
 - a. liaises with Fraser Valley Hatchery personnel to receive smelts; counts fish released to determine revenue to be collected; liaises with federal fisheries department regarding salmon egg collection
 - b. organizes work force; ensures proper equipment, clothing and food are taken
 - c. transports inmate workers to work site by vehicle and boat
 - d. instructs inmate workers
 - e. maintains docks and fishing nets and oversees inmates engaged therein
 - f. appraises offenders' work performance, records in progress log and determines pay levels
 - g. maintains fish stock records, including number, size, movements and area of release
 - h. completes quarterly and annual reports
3. Operates inmate canteen and hobbies program
 - a. purchases supplies from annual program funds; orders, receives and stocks canteen, hobbies and sporting goods
 - b. maintains inventories and records
 - c. receives, fills and distributes canteen orders
 - d. instructs inmates in proper use of hobbies materials and tools
 - e. organizes inmate sports events and long weekend tournaments
 - f. handles Inmate Welfare Fund transactions
4. Provides case management services
 - a. formulates individualized sentence plans and release plans for an assigned case load, monitors the plans and makes changes as required
 - b. monitors, assesses and records inmate progress
 - c. makes recommendations regarding earned remission
 - d. counsels inmates to cooperate with sentence plans and comply with rules and regulations which includes Mentally Disordered Offenders and sex offenders

ORGANIZATION CHART
Reference Job #CR-08



ORGANIZATION CHART

Reference Job #CR-08

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws and regulations to assist in the operation of the fisheries program, and develop individualized sentence and release plans.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of the behaviour of inmates to choose an approach using a combination of accepted correctional centre methods and procedures to develop and administer individualized sentence plans for inmates, assess inmate progress, resolve conflicts.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate inmates to comply with rules and regulations and cooperate with sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to assist to operate the Fisheries Program and assess residents' progress and develop individualized sentence and release plans.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase hobby supplies and canteen goods from annual program funds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmate workers to work site by vehicle.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-08

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to inmate workers on use of tools, safety practices.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure security of residents in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviours to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain residents	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable institutionalized residents of an adult open camp almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from residents.	E	12

Total Points: 612.5

Level: Range 14

Paid Range 15 as per 13th Master.

JOB DESCRIPTION

Reference Job #CR-09

Ministry: Attorney General
Branch: Corrections
Location: Bear Creek

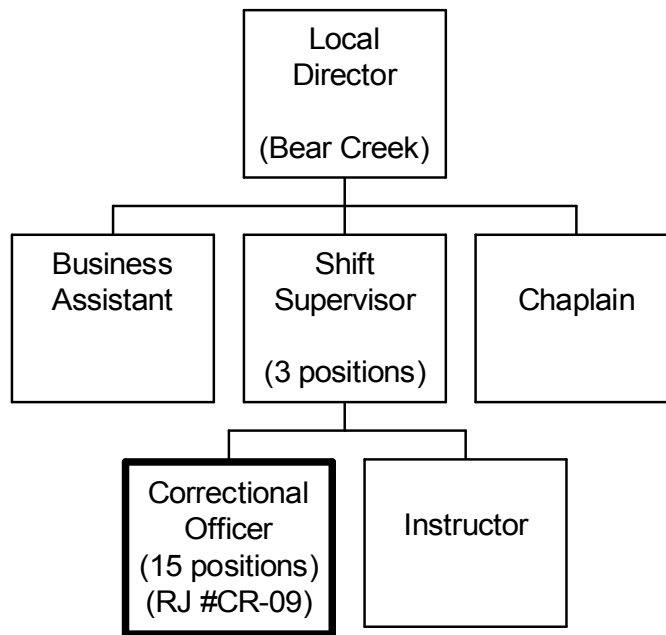
Working Title: **Correctional Officer (Bear Creek)**
Level: Range 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To maintain the security, safety and control of inmates within an open custody Correctional Centre.

JOB DUTIES AND TASKS

1. Maintains security, safety, and control of inmates
 - a. monitors the activities of inmates, conducts formal and informal counts and ensures that inmates comply with the Branch and Centre rules and regulations
 - b. maintains an ongoing log of inmate movements, behaviours etc.
 - c. admits and discharges inmates and coordinates transfers to secure institution when required
 - d. inspects and maintains facility security, checks alarm systems, windows, key control etc.
 - e. responds to emergencies such as attacks, suicide attempts; performs first aid, CPR; resolves conflicts; completes incident reports
 - f. observes inmates during meal periods and monitors food presentation by contractors, ensuring safety and security of those present
 - g. distributes medications to inmates according to prescribed directions
 - h. coordinates inmates visits
 - i. escorts inmates to health care off grounds
 - j. applies physical restraint techniques to control inmates
2. Plans and organizes work, leisure and recreational activities for inmates
 - a. transports inmates to and from work site or leisure activities by vehicle
 - b. trains inmates in safe work methods and procedures
 - c. trains inmates in the care and use of tools and equipment
 - d. oversees inmates on work gang, on leisure or recreational activities
 - e. coordinates inmate work placements to maximize gang accomplishments
 - f. determines inmate pay, completes inmate pay sheets and inmate log reports
 - g. completes vehicle and fuel records
3. Provides case management services to inmates
 - a. designs individual sentence plans
 - b. assists inmates to complete parole and temporary absence applications
 - c. assesses progress of inmates, completes progress reports, parole reports, etc
 - d. assists in planning operational and program priorities, needs, and recommends changes
 - e. counsels inmates to follow acceptable behaviour, to cooperate with sentence plans and comply with rules and regulations and encourages inmates to attend various programs



ORGANIZATION CHART

Reference Job #CR-09

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws and regulations to design individualized case management plans for inmates and monitor and assess their progress in an open custody Correctional Centre.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of inmate behaviour to choose an approach using a combination of accepted corrections procedures and techniques to develop and administer individualized sentence plans and assess progress.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate inmates to follow acceptable behaviour, cooperate with sentence plans and attend various programs.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternate course of action to develop individualized inmate sentence plans and assess progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine inmate pay.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmate workers to work site by vehicle.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-09

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to inmates on work gangs on the use of tools, safety practices.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmate behaviour to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always exposure to possibility of physical violence from inmates.	E	12

Total Points: 612.5

Level: Range 14

Paid Range 15 as per 13th Master.

JOB DESCRIPTION

Reference Job #CR-11

Ministry: Attorney General
Branch: Corrections, TCCC
Location: Terrace

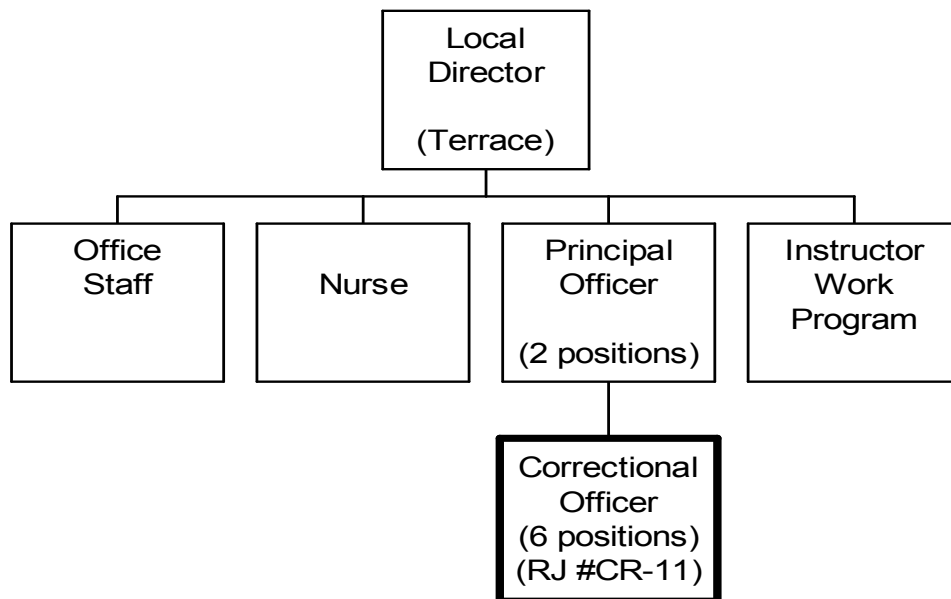
Working Title: **Correctional Officer (Terrace)**
Level: Range 14 (Paid Range 15 as per 13th Master.)
NOC Code: 6462

PRIMARY FUNCTION

To maintain security, safety and control of inmates in an open custody community correctional centre (Terrace Community Correctional Centre), on work projects, during transport and while in the community.

JOB DUTIES AND TASKS

1. Maintains security, safety and control of inmates
 - a. controls inmates within the centre, on work projects in the community and during escorts
 - b. monitors activities in living unit to ensure compliance with rules and regulations
 - c. conducts formal and informal counts, checks the buildings, yard and shop and searches inmates and living areas
 - d. inspects alarm, communication and safety equipment
 - e. inspects vehicles used for transport prior to use
 - f. ensures safe operation of various tools and equipment
 - g. responds to emergencies such as attacks, suicide attempts, performs first aid, CPR; deals with incidents of antagonism, resolves conflicts; applies physical restraint techniques to control inmates
 - h. escorts inmates to appointments, hospital, K'SAN Transition House, etc., ensuring safety of co-workers and others
2. Provides case management services during shift
 - a. develops individual inmate case management/sentence plans; assesses progress; motivates inmates to follow sentence plans
 - b. provides informal counselling on acceptable behaviour, life skills, rules of the house, and personal problems
 - c. monitors inmates' performance of cleaning duties
 - d. checks temporary absence applicants to ensure information is true and valid and meets the criteria for T.A.s
 - e. transports inmates by vehicle to the bush to work in logging or woodcutting projects, ensuring safety and security of inmates and others during the work day
 - f. trains inmates in proper work methods and operation and use of various equipment and tools
 - g. determines pay levels within policy guidelines and completes pay sheets
 - h. admits and discharges new inmates or inmates returning to the centre
 - i. completes documentation and enters movement in log book and in computer system
 - j. dispenses medications according to prescribed directions
3. Performs other duties
 - a. takes orders for firewood from members of the community
 - b. receives payment for wood orders and issues receipts
 - c. balances cash and receipts at end of shift and ensures money is safe



ORGANIZATION CHART

Reference Job #CR-11

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws and regulations to develop individualized sentence plans for inmates and assess their progress in a living unit.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of inmate behaviour and choose an approach using accepted corrections procedures and techniques to develop individualized sentence plans for inmates and assess inmate progress.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate inmates to follow a sentence plan.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternative course of action, to maintain security of an adult custody centre, develop individualized sentence plans for adult residents and assess progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to collect cash from firewood sales, issue receipt and balance at end of shift.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmates to work site by vehicle.</p>	C	15

ORGANIZATION CHART

Reference Job #CR-11

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to direct inmates on work methods and use of tools and equipment.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates within an open custody Community Correctional Centre.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to almost always involvement with unpredictable inmates in an open adult Community Correctional Centre.	D	9
13	HAZARDS Significant exposure to hazards from almost always possibility of physical violence from inmates in an open adult Community Correctional Centre.	E	12

Total Points: 612.5

Level: Range 14

Paid Range 15 as per 13th Master.