

**1. IDENTIFICATION**

<b>Position No.</b> See Appendix	<b>Job Title</b> Community Corrections Officer	<b>Supervisor's Position</b> See Appendix	
<b>Department</b> Justice	<b>Division/Region</b> Corrections & Community Corrections	<b>Community</b> See Appendix	<b>Location</b> See Appendix
<b>Fin. Code:</b> See Appendix			

**2. PURPOSE**

<p><b>Main reason why the position exists, within what context and what the overall end result is.</b></p> <p>The incumbent is responsible for coordinating the community programming and risk assessment needs of clients serving community sentence imposed by the Nunavut Court. They will be responsible for the direct supervision of all adults and youths serving probation, deferred custody, and conditional sentences. The role will include the administration of the Nunavut Fines Option Program. The incumbent will have to investigate charges and give evidence in court concerning violations of the court orders they are responsible for. This role will provide counselling and identify community support mechanisms for the client and their family.</p>
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**3. SCOPE**

<p><b>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact?</b></p> <p>The Community Corrections Officer will be responsible for the supervision of clients who will be under supervision and/or have legal restrictions on their freedom.</p> <p>The Community Corrections officer will report to the regional supervisor. Regional supervisors report directly to the Manager of Community Corrections. The Officer will be required to explain legal documents to determine the action deemed necessary by the Court of Nunavut.</p> <p>The officer will have to interview clients, complete risk and needs assessments. The officer will have to explain the results and identify and implement the appropriate programs to deal with the criminogenic factors of the client. Clients incarcerated in communities will have to be directly supervised by the officer who will have to deal with family and friends in a small community on a daily basis outside the work place. The Officer will be responsible for the supervision of federal offenders in addition to the completion of community assessments and reintegration plans under the direction of Nunavut Parole Services.</p> <p>The Officer will conduct a complete investigation including the taking of written statements concerning possible violations of conditional sentence and probation orders by clients. They</p>
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will work in conjunction with the RCMP to lay criminal charges and submit the investigations to the crown prosecutor's office and testify in court when subpoenaed by the Crown Counsel.

The Officer is responsible for keeping the office and files organized, secure, and current in accordance to the Government filing system and Division's policy.

#### 4. RESPONSIBILITIES

**Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers *why* the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.**

1. Investigation of allegations of breaches of Probation Orders and Conditional Sentences.

To do this the Officer will have to complete the following tasks:

- Interview witnesses
- Obtain signed statements
- Interview the accused
- Prepare all criminal court information, including Crown Brief, Summons, and particulars of the alleged breach.
- Swear the information
- Assemble the documentation and charges for court
- Distribute the packages to the appropriate agencies.
- Complete the Allegation of Breach form
- Complete the Breach Report Form.
- File the Allegation of Breach of Conditional Sentence with the RCMP

2. Supervision of persons serving a Conditional Sentence.

To do this the Officer must complete the following tasks:

- Complete the intake documentation, which includes: Client Needs Assessment, Case Management Plan, and other assessment forms necessary to determine criminogenic factors.
- Interview family, employers, interagency, and other people required to complete a community release plan.
- Determine the community resources needs to address the criminogenic factors identified in the community release plan.
- Meet with the clients on a regular basis to ensure compliance of the courts requirements and to assess and amend the community release plan.
- Phone residence to ensure compliance of persons on house arrest and curfew.
- Document violations accurately and complete a written statement for breaches
- Interview program personnel concerning compliance of the order
- Interview employers concerning compliance
- Meet with the various community groups (i.e. Social Services, income support, RCMP, town officials) concerning compliance of the order.
- Make accurate notes and complete reports concerning the activities of the client.

- Submit documentation to court services, RCMP and crown counsel.
- Give evidence in court on criminal charges when subpoenaed

3. Supervision of persons serving a probationary sentence

To do this the Officer must complete the following tasks:

- Complete the intake documentation, which includes: Client Needs Assessment, Case Management Plan, and other assessment forms to determine criminogenic factors.
  - Interview family, employers, interagency, and other people required to complete a community release plan.
  - Determine the community resources to address the criminogenic factors identified in the community release plan.
  - Meet with the client on a regular basis to ensure compliance of the courts requirements and to assess and amend the community release plan.
  - Counsel clients on issues that might arise.
  - Investigate all breaches by interviewing witnesses, obtaining written statements and preparing court documents for charges.
  - Submit documentation to court services, RCMP and crown counsel.
  - Give evidence in court on criminal charges when subpoenaed.
4. The Community Corrections Officer with Supervisor's approval has signing authority for Local Contract Authority with budget responsibilities for their community.
- Spending authority of one thousand dollars
  - Prepares LCA and Requisitions for local purchases.
  - Completes the appropriate documentation with backup for purchase
  - Complete needs assessment for sealift
  - Submit requisition for sea lift to the area supervisor for approval
5. The Community Corrections Officer will maintain inventory control over all Nunavut government equipment.
- Ensure all equipment with a value over one thousand dollars is recorded.
  - Ensure the equipment is tagged with the appropriate tag supplied by the Department of Community and Government Services.
  - Ensure that the tag number is recorded for each piece of equipment
  - Complete the appropriate documentation when purchasing or discarding government equipment.
6. The Community Corrections Officer will administer and supervise the Nunavut Fine Options Program.
- Accept applications for the program
  - Decide on the eligibility of the applicant.
  - Liaison with the employer concerning the approved candidate
  - Ensure the appropriate documentation is completed by the applicant and the employer.
  - Submit the documentation to court services

- Ensure compliance of the program by the applicant
  - Complete all documentation concerning transfers or non-compliance.
- Submit copies of documentation to court services and corrections headquarters as required.

## 5. KNOWLEDGE, SKILLS AND ABILITIES

**Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.**

*Knowledge* identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviors and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

**These requirements are in reference to the *job*, not the incumbent performing the job.**

### Qualification requirements:

Typically, the knowledge, skills and abilities would be attained through the completion of a Diploma in Social Sciences, or related field with a minimum of 1 year related experience. A combination of experience and education will be considered

### Contextual knowledge requirement:

- Case management practices
- Development of community reintegration plans
- The Criminal Code, Youth Criminal Justice Act, Corrections and Conditional Release Act,
- Knowledge of the offender management system (COMS)
- Knowledge of Nunavut Fine Options program
- Good understanding of Community based Corrections policies and procedures
- Risk and needs assessment program

### Skills and Abilities:

- Good verbal and written communication skills
- Sound problem solving skills
- Strong interpersonal skills
- Good computer skills
- Ability to work in a cross-cultural environment.
- A capacity to communicate in Inuktitut or Inuinnaqtun and/or French would be an asset, as the incumbent will work directly with clients.

### **Skills to be obtained during a one year probationary period:**

- NUHALT
- Mental Health First Aid (MHFA)
- First-Aid & CPR
- Basic Community Corrections Officer Training for Appointment

## 6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

### Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Working in an office setting for periods of time.
- Clients may become upset and verbally and physically aggressive toward the Officer during their assessment meetings in the office and at different times during the length of the sentence
- Dealing with agitated clients in a fairly isolated office situation.  
Light lifting of file boxes.

### Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Several hours spent in front of the computer viewing a monitor.
- Giving evidence in court for prosecution of criminal charges.
- The ability to identify and utilize resources/supports that may not be present in the community.
- Travel to other communities will be required on an occasional basis

### Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Ability to make accurate judgment calls based on sensory perceptions.
- Ability to organize and manage large amounts of extraneous information in short periods of time.
- Ability to interpret the information and legal jargon to ensure case plans are meeting the needs of the client.  
Organize numerous meetings with clients, extended family, professionals and community members

**Mental Demands**

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Dealing with the stress related to the level of responsibility involved.
- Handling the pressure involved in having to meet tight deadlines.
- Dealing with individuals who may have an issue with justice. The public sees the officer as the justice representative in the community.
- Coping with the stress of working with clients without the security offered by an institutional setting.
- Coping with clients, family members on a daily basis in the community.  
Dealing with living with clients and their families and friends in a small community on a daily basis

**ADDITIONAL REQUIREMENTS****Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

**7. CERTIFICATION**

_____ Employee Signature	<b>Supervisor Community Corrections, South Baffin (05-10457)</b> _____ Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date  I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

**8. ORGANIZATION CHART**

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**

**9. Appendix A – List of Positions and Corresponding Information**

<b>Community</b>	<b>Position</b>	<b>Supervisor</b>	<b>Freebalance Code</b>
Arctic Bay	05-12929	05-04480	05822 01 2 200 0562000 01 ????
Arviat	05-04484	05-10894	05824 01 3 300 0562000 01 ????
Baker Lake	05-05183	05-10894	05824 01 3 305 0562000 01 ????
Cambridge Bay	05-11193	05-04865	05825 01 4 410 0562000 01 ????
Cape Dorset	05-10286	05-10457	05821 01 1 210 0562000 01 ????
Clyde River	05-12927	05-04480	05822 01 2 215 0562000 01 ????
Gjoa Haven	05-10421	05-04865	05825 01 4 415 0562000 01 ????
Hall Beach	05-13287	05-04480	05822 01 2 225 0562000 01 ????
Igloolik	05-10332	05-04480	05822 01 2 230 0562000 01 ????
Iqaluit	05-04488	05-10457	05821 01 1 235 0562000 01 ????
Iqaluit	05-10126	05-10457	05821 01 1 235 0562000 01 ????
Iqaluit	05-12931	05-10457	05821 01 1 235 0562000 01 ????
Kimmirut	05-13286	05-10457	05821 01 1 240 0562000 01 ????
Kugluktuk	05-04507	05-04865	05825 01 4 420 0562000 01 ????
Kugluktuk	05-11954	05-04865	05825 01 4 420 0562000 01 ????
Pangnirtung	05-10239	05-10457	05821 01 1 250 0562000 01 ????
Pond Inlet	05-12190	05-04480	05822 01 2 255 0562000 01 ????
Qikiqtarjuaq	05-13288	05-10457	05821 01 1 222 0562000 01 ????
Rankin Inlet	05-10741	05-10894	05824 01 3 320 0562000 01 ????
Sanikiluaq	05-12928	05-10894	05824 01 3 265 0562000 01 ????
Taloyoak	05-13283	05-04865	05825 01 4 430 0562000 01 ????

<b>Region</b>	<b>Position</b>	<b>Supervisor</b>	<b>Freebalance Code</b>
South Baffin	05-10457	05-03489	05821 01 1 235 0562000 01 ????
North Baffin	05-04480	05-03489	05822 01 2 255 0562000 01 ????
Kivalliq	05-10894	05-03489	05824 01 3 320 0562000 01 ????
Kitikmeot	05-04865	05-03489	05825 01 4 410 0562000 01 ????