

SUPERVISOR, INSTITUTIONAL PROGRAMS, HEADINGLEY

GENERAL

An incumbent in this classification is responsible for planning, directing and overseeing programs for Headingley Correctional Institution and its satellite Rehabilitation Camps, the

Pre-Release Centre and the Vaughan Street Detention Centre.

TYPICAL DUTIES

Plans and supervises the effective co-ordination of the work carried out by Intake/Classification, Medical, Counselling, Pre-Release and Recreation Sections.

Supervises and evaluates performance of Section Supervisors.

Devises and co-ordinates the introduction of new approaches in meeting overall correctional objectives.

Develops and maintains working relationships with all appropriate community resources and government departments to ensure maximum involvement and co-operation in and with institutional programs.

Participates in the planning, development and implementation of all institutional policies and procedures.

Evaluates and advises on the comparative use of differential treatment programs and techniques.

Maintains an awareness of current custodial procedures and their application to the preservation of security.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Demonstrated ability in program development.

Knowledge of community resources and the ability to work co-operatively with government departments, private sector, social and health organizations and representatives of commerce and industry.

Knowledge of the legal constraints and their impact on target population.

Education, Training and Experience

A degree in the Social Sciences preferably with post-graduate qualifications in Criminology plus a minimum of three years' experience in some aspects of the Criminal Justice System or high school graduation and several years' experience in some aspect of the Criminal Justice System or any equivalent combination of training and experience approved by the Civil Service Commission and the department concerned.