

# PROBATION PROGRAM / AREA DIRECTOR

## GENERAL INTENT

There are two types of management roles encompassed within the Probation Program/Area Director level, the community corrections (probation) area director role and the community provincial program manager role.

Through effective leadership, the Area Director manages all aspects of the day to day operations of a district or regional area community corrections office. The Community Provincial Program Manager leads and manages all aspects of a community provincial corrections program. Both roles include establishing and monitoring client programs and services, staff supervision, resource allocation, policy development, and the development of partnerships. Manages human resource activity and ensures a safe/ secure working environment.

## Skills/Expertise Required

- Comprehensive knowledge of community justice/offender management programs, processes and current intervention models
- Ability to translate organizational goals and strategies into relevant program objectives
- Recognizes factors that indicate potential opportunities or significant/complex/underlying issues to achieve program objectives
- Proactively plans and manages work; monitors results through to successful completion of plan to achieve program objectives
- Applies established financial management practices and principles of budget accountability to achieve program/unit objectives
- Needs to be well versed in human resources policy and practices and applicable collective agreements
- Leads a variety of complex meetings to achieve desired outcomes
- Ensures and demonstrates commitment to and expertise in achieving, negotiating and managing partnerships
- Models a strong desire to succeed, leads and inspires others to establish and achieve goals
- Demonstrates a comprehensive knowledge of the Criminal Code, The Correctional Services Act , The Youth Criminal Justice Act and other relevant legislation/statutes/regulations
- University Degree in a related discipline with extensive directly related experience or an equivalent combination of education and experience

### **Independence of Action**

- Guided by established policies/standards/practices and adhering to legislative requirements, the Community Provincial Program Managers and Area Directors have full autonomy to manage the financial resources, human resources and program areas to achieve program objectives. Receives direction from the Executive Director and/or Assistant Deputy Minister, as required.

### **Supervisory Responsibility**

- Community Provincial Program Managers and Area Directors provide overall direction to professional, administrative and contract staff.