

**“This document is available in alternate format upon request.”**

## **CORRECTIONAL SERVICES OFFICER**

### **PREAMBLE**

This series will include those positions in the adult correctional system that have responsibility for delivering and/or developing rehabilitative programs for inmates such as classification, counselling, and recreation. The first level has responsibility for performing duties relating to classification, counselling and/or recreation. The second level has responsibility for program and staff supervision and/or program development and evaluation.

### **Exclusions**

This series will not include those positions in the adult correctional system that have primary responsibility for the care and custody of inmates, or have responsibility for training and supervising inmates in various recognized trades, or Correctional Officers working in a living unit facility or those positions where the primary duties and responsibilities are included in the definition of any other category.

# **CORRECTIONAL SERVICES OFFICER 1**

## **GENERAL**

Under supervision, employees at this level are responsible for performing duties relating to classification, counselling, recreation and rehabilitative programs for inmates in provincial adult correctional institutions. Service to inmates involves both formal and informal contact on a continual basis. Extensive liaison with community services agencies for, or on behalf of, inmates, is a requirement.

## **TYPICAL DUTIES**

Interviews new admissions, establishes needs, explains institutional routines and programs.

Assesses inmates, prepares and submits reports and makes placement and treatment recommendations.

Assists inmates with personal and institution-related problems, employment planning, temporary absence and parole applications, and contact with external services and agencies.

Escorts inmates to interviews with employers and agencies.

Co-ordinates and/or delivers recreational and leisure programs and activities such as group and individual sports, crafts, films, etc.

Recommends on placement of inmates in rehabilitation camps, pre-release programs and day parole.

Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Knowledge of laws pertaining to probation, parole and temporary absence and institutional rules, regulations and programs.

Knowledge of various community agencies and services available.

Knowledge of the fundamentals of deviant behaviour and assessment and treatment approaches and the ability to apply this knowledge to inmate rehabilitation problems.

Ability to assess and counsel inmates concerning personal or other problems.

Ability to plan a program of rehabilitation and training for residents.

Ability to write clear concise reports and make recommendations.

**Education, Training and Experience**

University degree in the Social Sciences at the Bachelor's level and some exposure to correctional rehabilitation, or an acceptable combination of education and experience.

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## **CORRECTIONAL SERVICES OFFICER 2**

### **GENERAL**

Employees at this level, in addition to handling their own caseload, have responsibility for rehabilitative program development and evaluation and may be required to supervise the work of subordinate staff.

### **TYPICAL DUTIES**

Supervises the activities of subordinate staff, assigning caseloads, consulting on special cases, evaluating performances, reviewing reports and recommendations.

Identifies institutional and community resources available and assigns inmates to programs.

Develops, implements and evaluates new programs and recommends changes.

Consults with staff on special cases and assists in rehabilitation of inmates.

Recommends placement of inmates, temporary absences, day parole, parole.

Reviews individual cases, interviews inmates, assesses and determines individual programs, writes reports.

Performs other related duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge, Abilities and Skills**

Working knowledge of the laws pertaining to probation, parole and temporary absences and of the institution's rules, regulations and programs.

Thorough knowledge of institutional and community resources available.

Knowledge of the principles of deviant behaviour and current assessment techniques and treatment practices and the ability to apply this knowledge to inmate rehabilitation problems.

Ability to plan and develop a rehabilitative program.

Ability to establish and maintain effective counselling and work relationships.

Ability to supervise staff.

## **Education, Training and Experience**

University education with a graduate degree in the Social Sciences is desirable with a minimum of two years' directly related experience or a Bachelor's level degree with a minimum of five years' related experience, or an acceptable combination of education and experience.