

# **CORRECTIONAL TRADES INSTRUCTOR**

## **PREAMBLE**

This series is intended for those positions in the adult correctional system which, in addition to performing the function of a Correctional Officer, have the responsibility for training and supervising inmates in various recognized trades - cooking, painting, tailoring, shoe-repairing, barbering or carpentry. Those positions not meeting all three criteria should be considered for inclusion in the Correctional Officer series.

# **CORRECTIONAL TRADES INSTRUCTOR 1**

## **GENERAL**

An incumbent in this class is responsible for the custody, personal well-being and rehabilitation of inmates in an adult correctional institution. In addition, the incumbent is responsible for performing, and for instructing and supervising inmates in a specific trade - cooking or painting. Initiative and judgment is required in planning the work schedule, ordering and/or ensuring economical usage of materials.

## **TYPICAL DUTIES**

Performs journeyman-level painting or institutional cooking.

Instructs and supervises inmates in the applicable trade, ensuring economical use of materials and supplies.

Conducts periodic security checks for damage and contraband.

Conducts periodic roll calls and accounts for all residents during a shift.

Submits verbal and written reports on significant or unusual occurrences concerning residents' behaviour and work performance.

Responds to verbal and written requests from residents either directly or after consultation with senior personnel or treatment personnel.

Encourages informal communication with residents on a continuous basis.

May assist in the selection of residents for institutional maintenance and training programs.

Performs other related duties as assigned.

## **QUALIFICATIONS**

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

Basic knowledge of various legal documents and their use in the correctional system.

Working knowledge of procedures, policies and practices of the institution.

Ability and willingness to accept instruction and to provide direction and instruction for individuals and groups of residents in the applicable trade.

Ability to stimulate and maintain constructive relationships with residents which promote confidence and co-operation between officers and residents.

Ability to act decisively and with good judgment in an emergency.

Ability to make meaningful observations and reports.

Ability to handle all emergency equipment.

### **Education, Training and Experience**

Successful completion of the prescribed Correctional Staff Training Program and Journeyman Certificate in painting OR successful completion of the prescribed Correctional Staff Training Program and graduation from a recognized School of Cooking or related training and experience acceptable to the Civil Service Commission.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **CORRECTIONAL TRADES INSTRUCTOR 2**

## **GENERAL**

An incumbent in this class is responsible for the custody, personal well-being and rehabilitation of inmates in an adult correctional institution. In addition, he/she is responsible for performing and for instructing and supervising inmates in one or more specific trades - tailoring, shoe-repairing, carpentry or barbering. The supervision of Correctional Officers 1 and/or Correctional Trades Instructors 1 may be a function of this level.

## **TYPICAL DUTIES**

Performs journeyman-level tailoring, shoe-repairing, carpentry or barbering.

Instructs and supervises inmates in the applicable trade ensuring economical use of materials and supplies.

Ensures adequate supply of materials is maintained.

Plans, allocates, supervises and reviews the work of subordinate officers in a unit or work in the institution and participates fully in the work of the unit.

Supervises the work and other activities of residents in an assigned area of the institution.

Conducts periodic security checks for damage and contraband.

Conducts periodic roll calls and accounts for all residents during a shift.

Submits verbal and written reports on significant or unusual occurrences concerning residents' behaviour and work performance of subordinate officers.

Responds to verbal and written requests from residents either directly or after consultation with senior officers or treatment personnel.

Encourages informal communication with residents on a continuous basis.

May assist in the selection of residents for institutional, maintenance and training programs.

Performs other related duties as assigned.

## **QUALIFICATIONS**

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

Working knowledge of various legal documents and their use in the correctional system.

Good working knowledge of policies, practices and procedures of the institution.

Ability and willingness to accept instruction and provide direction and instruction for individuals and groups of residents in the applicable trade.

Ability to plan, allocate, supervise and review work of subordinate officers.

Ability to stimulate and maintain constructive relationships with residents which promotes confidence and co-operation between officers and residents.

Ability to act decisively and with sound judgment in an emergency.

Ability to make meaningful observations and reports on both officers and residents.

Ability to handle all emergency equipment.

### **Education, Training and Experience**

Successful completion of the prescribed Correctional Staff Training Program and in addition, a Journeyman Certificate in the applicable trade or related training and experience acceptable to the Civil Service Commission.

### **Physical Standards**

Physically capable of performing the duties assigned.

# **CORRECTIONAL TRADES INSTRUCTOR 3**

## **GENERAL**

An incumbent in this class is responsible for the custody, personal well-being and rehabilitation of inmates and in addition, is responsible for the food ordering and preparation in Headingley Correctional Institution. He/she supervises all staff in the unit and oversees the training program of inmates assigned to the unit.

## **TYPICAL DUTIES**

Plans, allocates, supervises and reviews the work of subordinate officers and inmates assigned to the area.

Plans menus and ensures adequate supplies of food and material are maintained.

Instructs and supervises inmates, ensuring economical use of materials and supplies.

Plans, allocates, supervises and reviews the work of subordinate officers in a unit or work in the institution and participates fully in the work of the unit.

Supervises the work and other activities of residents in an assigned area of the institution.

Conducts periodic security checks for damage and contraband.

Conducts period roll calls and accounts for all residents during a shift.

Submits verbal and written reports on significant or unusual occurrences concerning residents' behaviour and work performance of subordinate officers.

Responds to verbal and written requests from residents either directly or after consultation with senior personnel or treatment personnel.

Encourages informal communication with residents on a continuous basis.

May assist in the selection of residents for institutional maintenance and training programs.

Performs other related duties as assigned.

## **QUALIFICATIONS**

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

Working knowledge of various legal documents and their use in the correctional system.

Thorough knowledge of policies, practices and procedures of the institution.

Ability to ensure the effective and efficient operation of his/her unit.

Ability to plan, allocate, supervise and review the work of subordinate officers and of the inmates assigned to the area.

Ability to instruct subordinate officers of the unit in all aspects of their work.

Ability to act decisively with sound judgment in any situation.

Ability to make meaningful observations and write clear, concise reports on both officers and inmates.

Ability to develop an institutional training plan applicable to his/her trade.

### **Education, Training and Experience**

Successful completion of the prescribed in-service training program.

Graduation from a recognized trade school or related training and experience acceptable to the Civil Service Commission.

### **Physical Standards**

Physically capable of performing the duties assigned.