

SUPERVISOR, INMATE TRAINING, CORRECTIONS

GENERAL

An incumbent in this classification is responsible for the day-to-day administration of the Community Release Centre, with program direction from the Supervisor of Institutional Programs and overall supervision from the Superintendent. He implements both operational and treatment programs to meet the objectives established for the facility.

TYPICAL DUTIES

Directs the day-to-day operation of the Community Release Centre.

Acts as Co-Chairman, Pre-Release Committee at Headingley Correctional Institution in the selection of residents for transfer to the Community Release Centre.

Establishes with the resident, goals concerned with employment and/or education, housing and financial aspects of community re-entry.

In conjunction with the National Parole Service, establishes access to counselling for those residents on Day Parole.

Provides individual counselling to those residents on Temporary Absence.

Responsible for the maintenance and continued development of a job placement capability.

Maintains a wide range of contracts with both public and private agencies providing resources in the Social Service field.

Performs other duties as assigned.

QUALIFICATIONS

Knowledge, Abilities and Skills

Knowledge of counselling techniques and demonstrated skill in inter-personal problem solving.

Skills applicable to the role of manager operating a satellite unit.

Knowledge of the legal constraints applicable to the target population.

Education, Training and Experience

Degree in the Social Sciences with at least two years' experience in some aspect 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.