

JOB DESCRIPTION

Benchmark Job #225

Ministry: Attorney General
Branch: Corrections, PGRCC
Location: Prince George

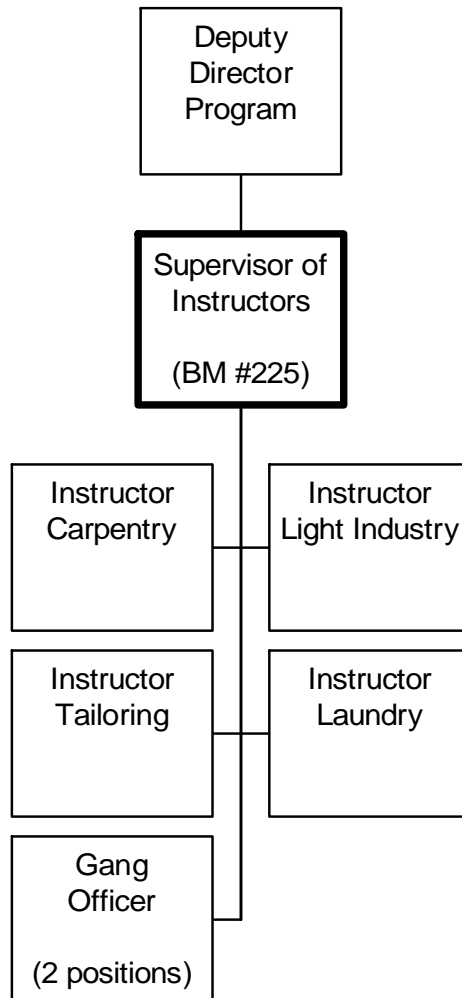
Working Title: **Supervisor of Instructors**
Level: Range 24
Classification: Instructor (Corrections) Supervisor

PRIMARY FUNCTION

To develop and implement community and in-house instructional and work programs for inmates and supervise staff and program instructors in a correction centre

JOB DUTIES AND TASKS

1. Develops and implements community and in-house work programs for inmates in a corrections centre
 - a. arranges for work gang opportunities outside the Centre with government agencies such as Forestry and Parks
 - b. Arranges for on-site work programs
 - c. develops programs such as carpentry, light industry, welding, farming, horticulture, tailoring, laundry and building maintenance and prepares program schedules
 - d. ensures that all necessary equipment is available for programs
 - e. evaluates inmate instructional programs and makes changes as required
 - f. monitors inmates and staff to ensure that a safe and secure environment is maintained at all times
 - g. ensures training of staff and inmates in the safe use of machinery and equipment
 - h. provides project cost estimates for budgets
 - i. develops, administers and monitors work programs budget
2. Assigns inmates to work programs
 - a. reviews classification files noting sentence dates, work skills, interest and security level to assign inmates to appropriate work program
 - b. exchanges information with doctors and other medical staff regarding inmates physical condition
 - c. provides pertinent information on inmates to Work Gang Officer and program staff
 - d. provides guidance and direction to inmates
3. Supervises Instructors and Correctional Officers
 - a. schedules and assigns staff to specific duties and responsibilities
 - b. supervises and conducts evaluations on staff
 - c. verifies staff time sheets and leave forms
 - d. consults staff on abilities and conduct of inmates
4. Other related duties
 - a. maintains record of inventory and stock and orders supplies as required
 - b. reconciles inmate accounts and payroll
 - c. responds to emergencies and incidents using restraint techniques if required
 - d. ensures ongoing maintenance and repair of equipment and machinery by others



REASON FOR CLASSIFICATION

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Job Title: Supervisor of Instructors

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of correctional rehabilitation and adult education to provide community and in-house work and instructional programs for inmates in the areas of carpentry, light industry, welding, tailoring, farming, horticulture, grounds and building maintenance, laundry and community projects.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify inmate instructional approaches in working with the requirements of Corrections and the individual circumstances of inmates to develop community and in-house work and instructional programs for inmates.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to discuss and explain employee performance problems with workers and provide advice for improvement.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates in a correctional centre.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correctional rehabilitation and adult educational standards, organizes and evaluates inmate instructional programs.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Significant financial responsibility to administer the Work Program budget of \$90,000 through development, control and monitoring.</p>	E	33
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Significant responsibility to control physical assets by ensuring all equipment and machinery is maintained and repaired by others.</p>	D	22.5

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise two correctional officers and four program instructors (more than 5 FTEs) and appraise employee performance.	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates at a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmate behaviour in work program situations.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates during altercations.	C	12
12	SURROUNDINGS Exposure to unpleasant dealings with unpredictable inmates in a correctional facility almost always.	D	9
13	HAZARDS High level of exposure to hazards from the almost always exposure to the possibility of violence from inmates in a correction centre.	E	12

Total Points: 845

Level: Range 24