

JOB DESCRIPTION

Benchmark Job #237

Ministry: Attorney General
Branch: Corrections, CCCC
Location: Chilliwack

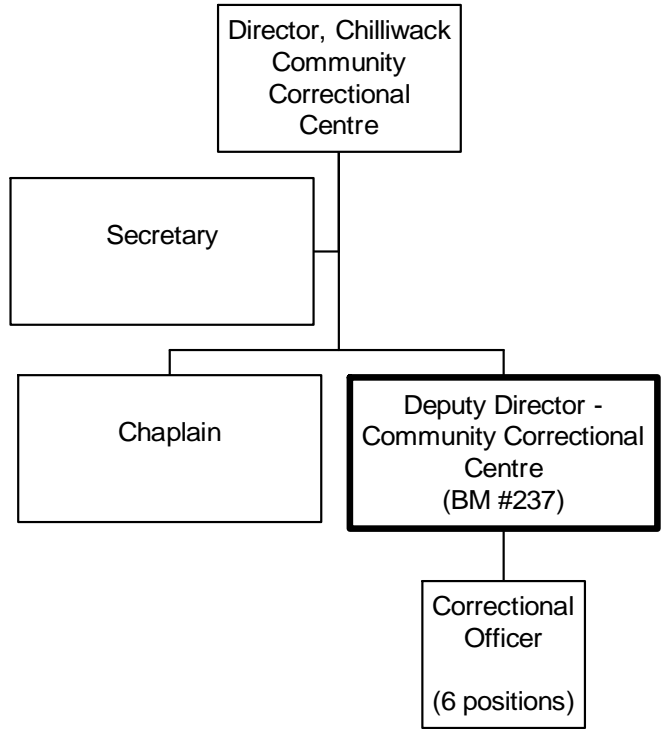
Working Title: **Deputy Director, Chillwack CCC**
Level: Range 24
Classification: Correctional Services

PRIMARY FUNCTION

To supervise the operation of the Chilliwack Community Correctional Centre, maintaining safety, security and discipline and develop, maintain and supervise programs at an adult community correctional centre.

JOB DUTIES AND TASKS

1. Supervises Correctional Officer staff
 - a. administers work schedules
 - b. determines work assignments, assigns duties and tasks, and monitors performance
 - c. schedules leave, verifies travel claims and time sheets and authorizes overtime
 - d. conducts performance appraisals and recommends formal discipline for staff as required
 - e. identifies staff training needs and arranges or conducts staff training
 - f. assesses operational problems and develops local operational policy and procedures
2. Maintains security and safety of the correctional centre
 - a. conducts daily inspections of all areas of the centre, noting any deficiencies and ensuring compliance with all standards and that all safety practices are followed
 - b. plans for, responds to, assesses and handles crisis situations; applies physical restraint techniques to control inmates, when necessary
 - c. responds to emergencies such as attacks, suicide attempts
3. Maintains inmate discipline
 - a. coordinates searches for contraband
 - b. responds to resident requests and complaints
 - c. participates in disciplinary hearings
4. Provides program management functions
 - a. assesses program needs of inmates of the centre
 - b. develops, organizes and assesses rehabilitative, educational and recreational programs for the correctional centre
 - c. recruits, coordinates and orients community volunteers
 - d. monitors food service, substance abuse and power tool safety contracts
 - e. coordinates wood workshop projects and operation; administers budget, orders supplies
 - f. administers temporary absence applications
 - g. conducts community assessments, liaising with various justice system agencies, employers and the public
 - h. participates on Temporary Absence (TA) panels, authorizing them in the absence of the director
5. Performs case management
 - a. develops sentence and release plans
 - b. assesses and recommends changes to initial plan
 - c. monitors progress, counsels and motivates residents who are preparing to re-enter the community
 - d. assesses progress of residents in the community
 - e. completes institutional reports for parole applicants
6. Performs administrative functions
 - a. maintains centre equipment and supply inventory
 - b. chairs boards of enquiry and remission panels
 - c. administers resident wages, shop and hobby funds
 - d. provides cost data and recommendations on correctional centre budget requirements



REASON FOR CLASSIFICATION

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Job Title: Deputy Director – Chilliwack CCC

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the principles of corrections and interpret and apply those area's standards to develop, implement and supervise all programs as Deputy Director of an adult Community Correctional Centre.</p>	G	250
2	<p>MENTAL DEMANDS Judgement to modify techniques and methods so they will work with new or changed circumstances or objectives to develop rehabilitative programs and local operational policy as Deputy Director of a community correctional centre.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to appraise and discuss employee performance problems; and to assess and motivate inmates who are preparing for re-entry to the community.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates when responding to critical incidents.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by correction's policies, plans, guidelines and standards, evaluate operational problems and develop local procedures and policy to evaluate, plan and organize rehabilitative, educational and recreational programs in a community correctional centre as Deputy Director.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to provide cost data for budget planning.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Considerable responsibility to train Correctional Officers on the use of security systems.</p>	E	33

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Correctional Officers, appraise employee performance and initiate disciplinary action. (6 FTEs)	DF	21
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to manage a program of staff safety and inmate security.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain inmates.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with inmates.	C	6
13	HAZARDS Significant exposure to hazards from frequent exposure to possibility of physical violence from inmates.	D	9

Total Points: 849

Level: Range 24