

Ministry: Attorney General  
Branch: Corrections, WYDC  
Location: Burnaby

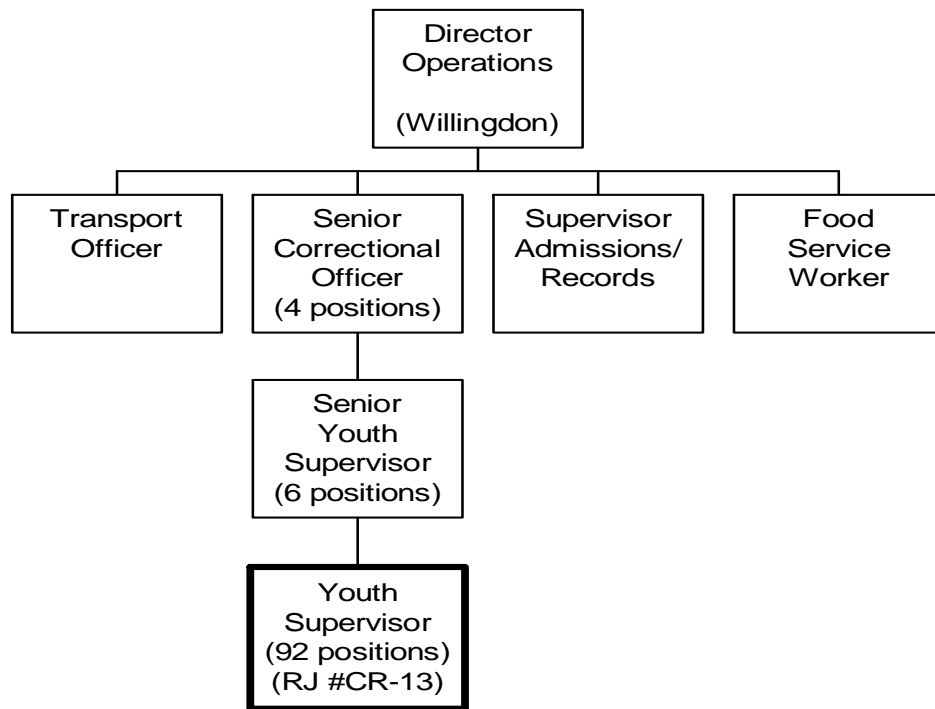
Working Title: **Youth Supervisor (Willingdon)**  
Level: Range 14 (Paid Range 16 as per 14th Master)  
Classification: Correctional Services

## PRIMARY FUNCTION

To maintain the safe care and custody of residents within a living unit in a large secure environment (Willingdon Youth Detention Centre).

## JOB DUTIES AND TASKS

1. Maintains the safe care and custody of residents within a living unit
  - a. reads documentation at commencement of shift to be aware of any behaviour, attitude, safety and security concerns
  - b. discusses concerns with other staff, supervisors, etc.
  - c. monitors the movement and activity of residents within the unit
  - d. enforces standards, procedures and policies for good order and security
  - e. conducts regular and sporadic counts, recording in unit log and advising control
  - f. reports security violations, safety or fire hazards to supervisor
  - g. responds to and intervenes in emergencies and incidents such as attacks, suicide attempts, performs first aid, CPR; deals with incidents of antagonism, resolves conflicts; applies physical restraint techniques to control inmates during altercations
  - h. checks communication equipment and unit accessories to ensure in good working order
  
2. Monitors the activities in the living unit
  - a. corrects inappropriate behaviour, attitude and language
  - b. assists residents to cope with incarceration through motivation, direction, and/or referral to program support person or other professionals
  - c. intervenes in inappropriate peer relations, resolves through pro-active actions and presence, provides feedback; acts as role model to residents
  - d. looks into incidents and situations, documents and advises the supervisor, makes recommendations or referrals to resolve situation
  - e. assesses each resident's behaviour and attitude for the Token Economy System by completing forms and determining level of payment
  - f. plans, organizes and implements daily routine, programs and activities, encouraging participation, cooperation and teamwork; drives inmates to work site or appointments
  - g. facilitates and participates in meal distribution/consumption
  - h. enforces cleaning chores and duties and encourages cleanliness on a personal level
  
3. Provides case management services to residents
  - a. completes case management reports
  - b. meets with residents to develop short and long term goals, individualized sentence and release plans
  - c. motivates inmates to cooperate with sentence plans
  - d. assess inmate progress, identifies strengths and weaknesses, provides feedback to residents, Probation Officer and Case Management Coordinator
  - e. monitors and documents resident progress
  - f. organizes and participates in case management conferences
  - g. acts as advocate for residents when appropriate



## REASON FOR CLASSIFICATION

Reference Job #CR-13

Job Title: Youth Supervisor (Willingdon)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws, regulations and procedures to develop individualized sentence plans for inmates and assess their progress in a living unit.</p>	F	190
2	<p><b>MENTAL DEMANDS</b> Judgement to apply analysis and interpretation of the behaviour of residents and choose an approach using a combination of accepted correctional centre methods and procedures to develop individualized sentence plans for inmates, assess progress and refer inmates to appropriate program personnel or professionals.</p>	E	150
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to motivate residents to follow sentence plans.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to apply physical restraint techniques to control residents.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by general correctional procedures or instructions, selects alternative courses of action to develop individualized goals, sentence reviews and release plans and assess resident progress.</p>	D	75
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Limited financial responsibility to assess resident behaviour to determine level of payment to inmates based on a token economy.</p>	B	10
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to transport inmate workers to work sites and appointments by vehicle.</p>	C	15

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Job Title: Youth Supervisor (Willingdon)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Little or no responsibility for human resources.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to ensure safety and security of residents in a correctional institution.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe resident behaviour in the living unit to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain residents during altercations.	C	12
12	<b>SURROUNDINGS</b> Exposure to involvement with unpredictable residents of a youth secure facility almost always.	D	9
13	<b>HAZARDS</b> High level of exposure to hazards from almost always possibility of physical violence from young offenders.	E	12

**Total Points: 603.5**

**Level: Range 14**

Paid Range 16 as per 14th Master.