

Ministry: Attorney General  
Branch: Corrections NCC  
Location: Nanaimo

Working Title:  
Level:  
NOC Code:

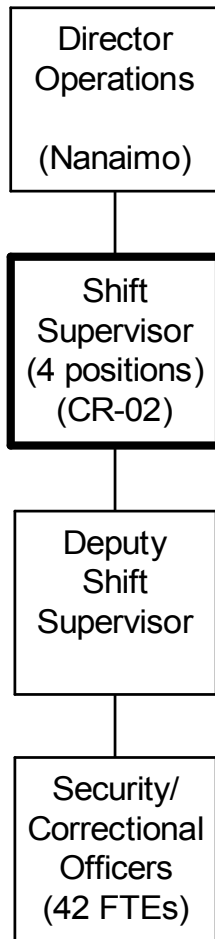
**Shift Supervisor (Nanaimo)**  
Range 27  
6462

## PRIMARY FUNCTION

To maintain the safety and security of inmate and staff during the shift and to oversee inmate programs and activities of a large, secure regional correctional centre (Nanaimo Correctional Centre).

## JOB DUTIES AND TASKS

1. Maintains the safety and security of inmates and staff during the shift
  - a. inspects and monitors all areas of the Centre for security, safety and cleanliness
  - b. ensures staff comply with Branch and Centre standards, policies and procedures
  - c. conducts regular searches and daily inspections of all areas of the centre
  - d. ensures that regular and meal counts are conducted
  - e. prepares reports of incidents, actions, conflicts; applies physical restraint techniques to control inmates when necessary
  - f. liaises with WCB and Branch inspectors
  - g. monitors and arranges for repairs to building and vehicles
  - h. responds to emergencies such as attacks, suicide attempts, assesses and determines level of response, debriefs staff, etc.
  - i. conducts investigations regarding inmates and reports to Director
  - j. screens all visitors to the centre
2. Provides supervision to Correctional Officer staff (10+ FTEs)
  - a. assigns staff to specific posts and duties
  - b. monitors staff work performance
  - c. participates in recruitment process, promotional panels
  - d. completes staff appraisals annually
  - e. identifies staff training needs
  - f. coordinates and/or conducts training activities
  - g. conducts investigations regarding staff and reports to Director
  - h. authorizes overtime, leave, substitution, etc.
  - i. prepares WCB reports, incident reports, escape reports, etc.
  - j. initiates and takes disciplinary action
3. Oversees inmate programs and activities during the shift
  - a. schedules and monitors inmate programs and activities
  - b. coordinates and records inmate movements, escorts, incidents, etc.
  - c. maintains good relations with visitors, community groups, media, outside agencies
  - d. assists in planning operational and program priorities, needs, and recommends changes
  - e. admits/discharges inmates after hours, including intermittents
  - f. distributes medications to inmates in absence of nurse
  - g. issues inmates trust funds, audits canteen cash, etc.
  - h. ensures safety of monies after hours
  - i. calculates and collects fine payments
  - j. participates in inmate work assignment decisions



# ORGANIZATION CHART

Reference Job #CR-02

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand the theory of corrections administration to adapt responses during critical incidents in a large secure regional corrections centre as a shift supervisor.</p>	H	280
2	<p><b>MENTAL DEMANDS</b> Judgement to modify techniques and methods to deal with critical incidents in a regional corrections centre as a shift supervisor.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by correctional policies and standards plans and organizes all functions of a regional correctional centre as shift supervisor.</p>	F	160
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Moderate financial responsibility to authorize payment of overtime claims.</p>	D	22.5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Major level of responsibility to manage the security of physical assets of the institution during shift.</p>	F	43

# ORGANIZATION CHART

Reference Job #CR-02

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to supervise Correctional Officer staff, appraise employee performance and take disciplinary action (10+ FTEs).	DG	23
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> High level of care and attention to manage a program of staff safety and inmate security in a correctional centre during shift.	F	50
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain inmates.	C	12
12	<b>SURROUNDINGS</b> Exposure to involvement with unpredictable inmates almost always.	D	9
13	<b>HAZARDS</b> High level of exposure to hazards from almost always possibility of physical violence from inmates in a correctional centre.	E	12

**Total Points: 897**

**Level: Range 27**