

JOB DESCRIPTION

Reference Job #CR-12

Ministry: Attorney General
Branch: Corrections SPSC
Location: Surrey

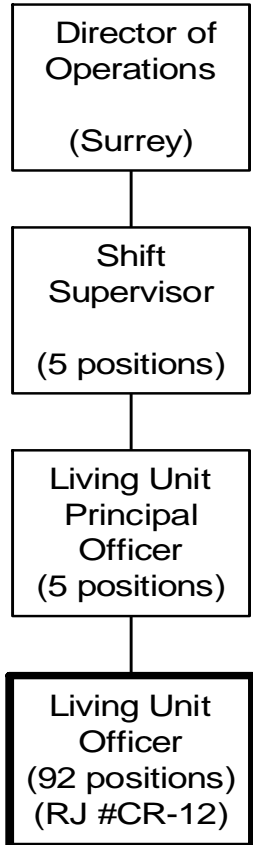
Working Title: **Living Unit Officer (Surrey)**
Level: Grid 14 (Paid Range 16 as per 14th Master)
Classification: Correctional Services

PRIMARY FUNCTION

To maintain the safety, security, custody, care, and control of inmates in the living unit of a large secure correctional centre (Surrey Pre-trial Services Centre).

JOB DUTIES AND TASKS

1. Maintains safe and secure custody of inmates in a living unit
 - a. monitors the operation and activities of a living unit including the performance of cleaning duties and compliance with rules and policies of the institution
 - b. maintains security of living unit by conducting inmate counts, checking in living unit area and alarm/communication/safety equipment, conducting window and lock security checks and by conducting searches of inmates and living areas
 - c. maintains log of inmate movements and behaviour and submits living unit shift reports
 - d. reports security breaches and takes appropriate action such as disciplinary action if required
 - e. completes incident reports, inmate injury reports and inmate offence reports
 - f. escorts inmates off grounds
2. Provides inmate caseload services
 - a. completes unit assessments, develops individual sentence plans, assesses inmate programs and provides counselling on acceptable behaviour, rules of the living unit and in dealing with personal problems
 - b. motivates inmates to cooperate with sentence plans
 - c. enforces compliance with Correctional Centre Rules and Regulations and local Standing Orders
 - d. looks into inmate offences and mediates inmate grievances
 - e. refers inmates to other program personnel or health professionals
 - f. assesses each residents' behaviour and attitude for the Token Economy system by completing forms and determining level of payment
 - g. exchanges information with police, immigration, and other agencies
 - h. responds to emergencies and incidents such as attacks, suicide attempts, including performing first aid, CPR, conflict resolution and crisis intervention, and applying physical restraint techniques to control inmates during altercations



REASON FOR CLASSIFICATION

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Job Title: Living Unit Officer (Surrey)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE 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>MENTAL DEMANDS Judgment to apply analysis and interpretations of resident behaviour and choose an approach using a combination of accepted correctional centre methods and procedures to develop individualized sentence plans for inmates, assess inmate progress, mediate inmate grievances and refer inmates to appropriate program personnel or professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate residents to follow sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control residents</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general correctional procedures or instructions, selects alternative courses of action to develop individualized resident sentence plans and assess resident progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to assess resident behaviour to determine level of payment to inmates based on a Token Economy.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmates by vehicle.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Little or no responsibility for human resources.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of residents in correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS 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	PHYSICAL EFFORT Moderate physical effort to occasionally restrain residents during altercations.	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable residents almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from residents in a maximum security correctional centre.	E	12

Total Points: 603.5

Level: Range 14

Paid Range 16 as per 14th Master.