

JOB DESCRIPTION

Reference Job #CR-08

Ministry: Attorney General
Branch: Corrections SLCC
Location: Stave Lake

Working Title: **Work Gang Officer (Stave Lake)**
Level: Range 14 (Paid Range 16 as per 14th Master)
Classification: Correctional Services

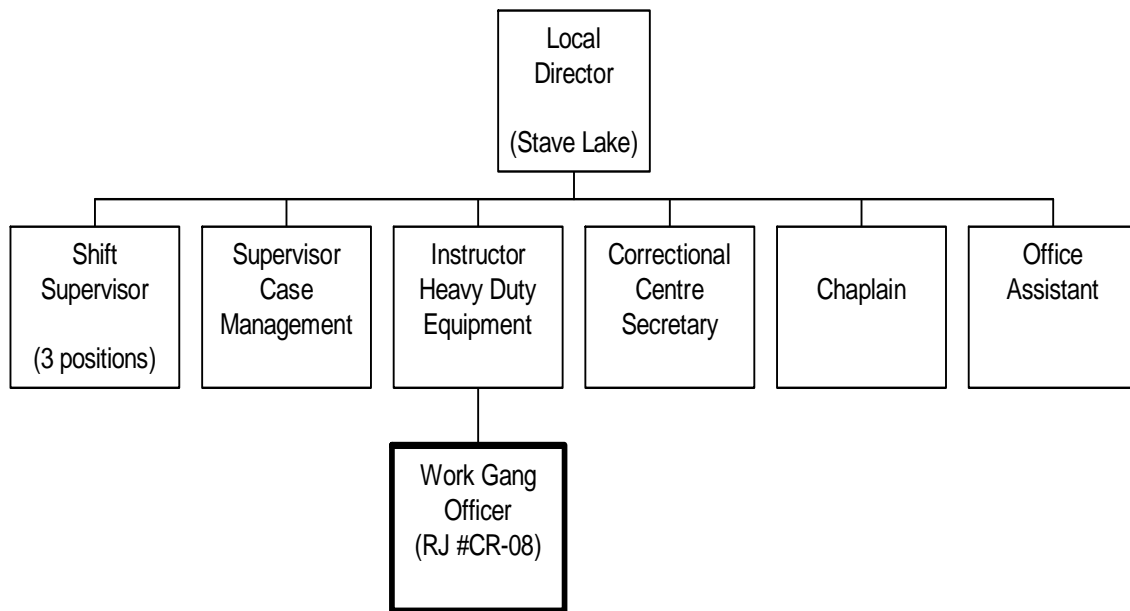
PRIMARY FUNCTION

To maintain custody, care and control of inmates in an adult open custody correctional centre (Stave Lake Correctional Centre); assist in the operation of the Fisheries Program; operates the canteen and hobbies program, provide case management services to inmates.

JOB DUTIES AND TASKS

1. Maintains the safety, security and control of inmates
 - a. monitors, directs and corrects inmate behaviour within the centre, during escorts and at work sites, disciplining as required
 - b. conducts formal and informal counts of inmates
 - c. patrols and searches work, leisure and living areas; frisks inmates
 - d. ensures compliance with branch and centre rules and regulations
 - e. responds to emergencies and incidents within the centre such as attacks, suicide attempts, performs first aid, CPR; deals with incidents of antagonism and resolves conflicts; applies physical restraint techniques to control inmates; complete incident reports
 - f. inspects vehicle and boat for safety prior to use
 - g. provides instruction in safety practices and proper use of tools; monitors performance
 - h. completes incident reports, injury reports, inmate offence reports, etc.
 - i. distributes inmate medications
2. Assists in the operation of the Fisheries Program
 - a. liaises with Fraser Valley Hatchery personnel to receive smelts; counts fish released to determine revenue to be collected; liaises with federal fisheries department regarding salmon egg collection
 - b. organizes work force; ensures proper equipment, clothing and food are taken
 - c. transports inmate workers to work site by vehicle and boat
 - d. instructs inmate workers
 - e. maintains docks and fishing nets and oversees inmates engaged therein
 - f. appraises offenders' work performance, records in progress log and determines pay levels
 - g. maintains fish stock records, including number, size, movements and area of release
 - h. completes quarterly and annual reports
3. Operates inmate canteen and hobbies program
 - a. purchases supplies from annual program funds; orders, receives and stocks canteen, hobbies and sporting goods
 - b. maintains inventories and records
 - c. receives, fills and distributes canteen orders
 - d. instructs inmates in proper use of hobbies materials and tools
 - e. organizes inmate sports events and long weekend tournaments
 - f. handles Inmate Welfare Fund transactions
4. Provides case management services
 - a. formulates individualized sentence plans and release plans for an assigned case load, monitors the plans and makes changes as required
 - b. monitors, assesses and records inmate progress
 - c. makes recommendations regarding earned remission
 - d. counsels inmates to cooperate with sentence plans and comply with rules and regulations which includes Mentally Disordered Offenders and sex offenders

ORGANIZATION CHART
Reference Job #CR-08



REASON FOR CLASSIFICATION

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Job Title: Work Gang Officer (Stave Lake)

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 and regulations to assist in the operation of the fisheries program, and develop individualized sentence and release plans.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of the behaviour of inmates to choose an approach using a combination of accepted correctional centre methods and procedures to develop and administer individualized sentence plans for inmates, assess inmate progress, resolve conflicts.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate inmates to comply with rules and regulations and cooperate with sentence plans.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Significant coordination and dexterity required to apply physical restraint techniques to control inmates.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to assist to operate the Fisheries Program and assess residents' progress and develop individualized sentence and release plans.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to purchase hobby supplies and canteen goods from annual program funds.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmate workers to work site by vehicle.</p>	C	15

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8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to inmate workers on use of tools, safety practices.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure security of residents in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviours to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	PHYSICAL EFFORT Moderate physical effort to occasionally restrain residents	C	12
12	SURROUNDINGS Exposure to involvement with unpredictable institutionalized residents of an adult open camp almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from residents.	E	12

Total Points: 612.5

Level: Range 14

Paid Range 16 as per 14th Master.