

JOB DESCRIPTION

Reference Job #CR-09

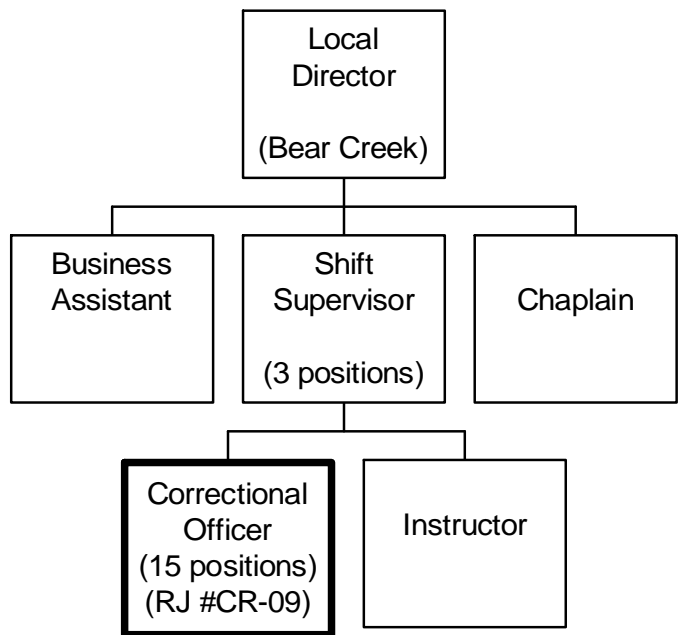
Ministry:	Attorney General	Working Title:	Correctional Officer (Bear Creek)
Branch:	Corrections	Level:	Range 14 (Paid Range 16 as per 14th Master)
Location:	Bear Creek	Classification:	Correctional Services

PRIMARY FUNCTION

To maintain the security, safety and control of inmates within an open custody Correctional Centre.

JOB DUTIES AND TASKS

1. Maintains security, safety, and control of inmates
 - a. monitors the activities of inmates, conducts formal and informal counts and ensures that inmates comply with the Branch and Centre rules and regulations
 - b. maintains an ongoing log of inmate movements, behaviours etc.
 - c. admits and discharges inmates and coordinates transfers to secure institution when required
 - d. inspects and maintains facility security, checks alarm systems, windows, key control etc.
 - e. responds to emergencies such as attacks, suicide attempts; performs first aid, CPR; resolves conflicts; completes incident reports
 - f. observes inmates during meal periods and monitors food presentation by contractors, ensuring safety and security of those present
 - g. distributes medications to inmates according to prescribed directions
 - h. coordinates inmates visits
 - i. escorts inmates to health care off grounds
 - j. applies physical restraint techniques to control inmates
2. Plans and organizes work, leisure and recreational activities for inmates
 - a. transports inmates to and from work site or leisure activities by vehicle
 - b. trains inmates in safe work methods and procedures
 - c. trains inmates in the care and use of tools and equipment
 - d. oversees inmates on work gang, on leisure or recreational activities
 - e. coordinates inmate work placements to maximize gang accomplishments
 - f. determines inmate pay, completes inmate pay sheets and inmate log reports
 - g. completes vehicle and fuel records
3. Provides case management services to inmates
 - a. designs individual sentence plans
 - b. assists inmates to complete parole and temporary absence applications
 - c. assesses progress of inmates, completes progress reports, parole reports, etc
 - d. assists in planning operational and program priorities, needs, and recommends changes
 - e. counsels inmates to follow acceptable behaviour, to cooperate with sentence plans and comply with rules and regulations and encourages inmates to attend various programs



REASON FOR CLASSIFICATION

Reference Job #CR-09

Job Title: Correctional Officer (Bear Creek)

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 design individualized case management plans for inmates and monitor and assess their progress in an open custody Correctional Centre.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply analysis and interpretation of inmate behaviour to choose an approach using a combination of accepted corrections procedures and techniques to develop and administer individualized sentence plans and assess progress.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counselling skills to motivate inmates to follow acceptable behaviour, cooperate with sentence plans and attend various programs.</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 alternate course of action to develop individualized inmate sentence plans and assess progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Some financial responsibility to determine inmate pay.</p>	C	15
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to transport inmate workers to work site by vehicle.</p>	C	15

REASON FOR CLASSIFICATION

Reference Job #CR-09

Job Title: Correctional Officer (Bear Creek)

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction to inmates on work gangs on the use of tools, safety practices.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates in a correctional institution.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe inmate behaviour 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 involvement with unpredictable inmates almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always exposure to possibility of physical violence from inmates.	E	12

Total Points: 612.5

Level: Range 14

Paid Range 16 as per 14th Master.