

JOB DESCRIPTION

Benchmark Job #046

Ministry: Attorney General
Branch: Corrections MRCC
Location: Maple Ridge

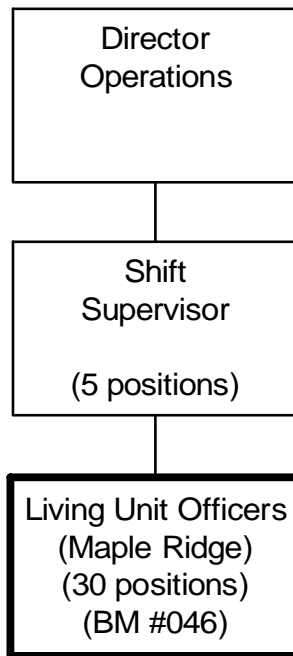
Working Title: **Living Unit Officer – Maple Ridge**
Level: Grid 14 (Paid Range 16 as per 14th Master)
Classification: Correctional Services

PRIMARY FUNCTION

To maintain safe and secure custody of inmates in an adult open correctional centre (Maple Ridge Correctional 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 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
2. Provides inmate caseload service
 - a. completes unit assessments, develops individual sentence plans, assesses inmate progress and provides counselling on acceptable behaviour, rules of the living unit and in dealing with personal problems
 - b. responds to inmate needs or requests by completing forms or by referring to appropriate program personnel such as chaplain, medical professionals and drug and alcohol counsellors
 - c. motivates inmates to cooperate with sentence plans, assists inmates with Temporary Absence Leaves, in completing Parole Applications and attaches observations and recommendations in a unit assessment for Parole Coordinator
 - d. intakes inmates into living unit including conducting interview, obtaining information and providing instructions on rules and regulations
3. Performs other related duties
 - a. responds to emergencies such as attacks, suicide attempts, and incidents including performing first aid, CPR, conflict resolution or crisis intervention and applying physical restraint techniques to control inmates during altercations
 - b. distributes medication to inmates and ensures that it is taken
 - c. sorts, files and updates inmates records and files on computer
 - d. orders canteen supplies for inmates and signs for goods received
 - e. checks and balances inmate accounts
 - f. mediates inmate grievances
 - g. escorts inmates off grounds



REASON FOR CLASSIFICATION

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Job Title: Living Unit Officer – Maple Ridge

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of corrections programmes 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 Judgement to apply analysis and interpretation 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 COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage cooperation with inmate sentence plans by prison inmates.</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 correctional procedures or instructions, selects alternative course of action to develop individualized sentence plans, counsel and assess inmate progress.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to monitor inmate's funds by checking and balancing accounts.</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 Limited responsibility for human resources to provide informal orientation to the workplace to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure safety and security of inmates 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 inmates during altercations.	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 possibility of physical violence from inmates in a maximum security correctional centre.	E	12

Total Points: 603.5

Level: Range 14

Paid Range 16 as per 14th Master.