

JOB DESCRIPTION

Benchmark Job #157

Ministry: Attorney General
Branch: Corrections

Working Title: **Senior Probation Interviewer**
Level: Range 14 (Paid Range 15 as per 14th Master)

Location: Vancouver

Classification: Probation Interviewer

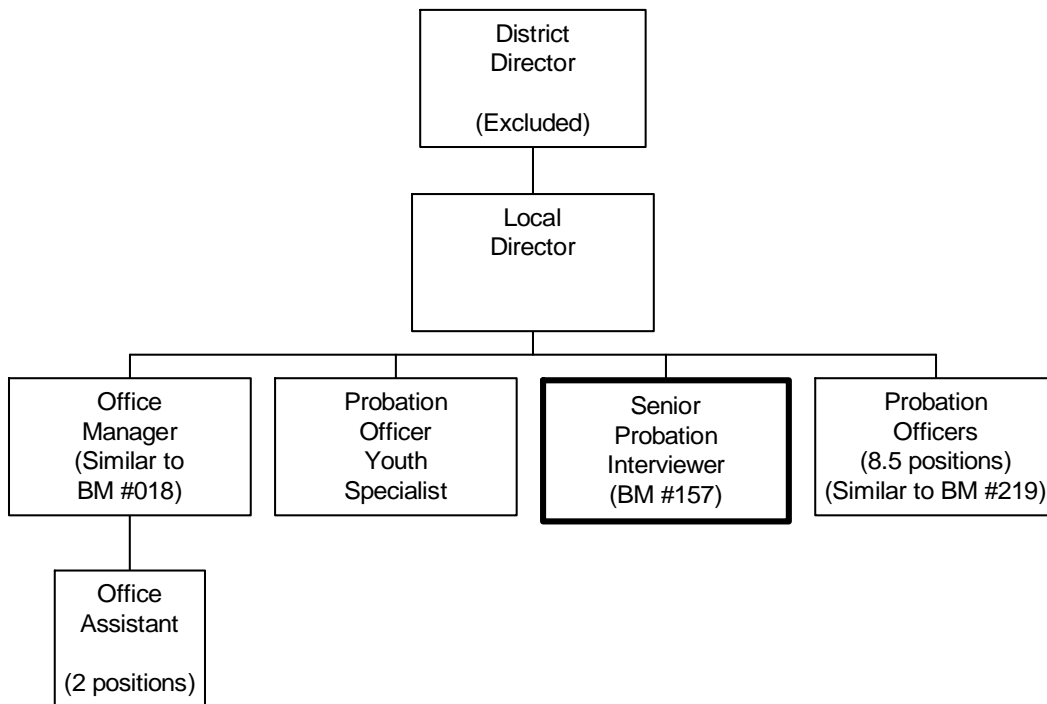
PRIMARY FUNCTION

To monitor low risk offenders on bail, probation and parole that do not require extensive case work (i.e. excludes sex, mentally disordered, or spousal abuse offenders or media sensitive cases) and to assist offenders to adapt to life in the community.

JOB DUTIES AND TASKS

1. Monitors offenders on bail, probation and parole in the community following a risk assessment conducted by a Probation Officer
 - a. ensures that conditions of court orders are fulfilled and reports violations to appropriate authorities
 - b. ensures that offender is aware of the terms of the court order and the consequences of violations
 - c. prepares and presents community assessments for temporary absence or parole applications for review and approval by the Local Director
 - d. interviews offenders and victims to gather information for Probation Officers preparing pre-disposition and pre-sentence reports
 - e. monitors behaviour and progress of offenders and documents information into weekly or monthly reports
 - f. gathers information relating to individual breaches of probation
 - g. prepares pre-trial enquiries and adult diversion reports which are reviewed and signed by a Probation Officer
 - h. recommends to the Crown to place offenders in diversion programs or before the courts
 - i. recommends to Crown and Courts the amount of restitution or compensation to be made by offenders in diversion
2. Assists offenders to adapt to life in the community
 - a. assesses offender's individual problems and needs
 - b. develops a case plan based on the requirements ordered by the court
 - c. provides basic counselling to offenders to encourage them to cooperate with court orders and to seek out community resources
 - d. provides information to offenders regarding community resources
 - e. makes referrals on behalf of offenders to community agencies
 - f. assists offenders in finding employment and with employment interviews
 - g. exchanges information with community agencies to keep up-to-date on available resources
3. Performs other related duties
 - a. sets up and enters reports and related documentation and information onto case management files
 - b. responds to inquiries and handles routine requests for information and assistance
 - c. drives vehicle to courts and home visits
 - d. purchases gas or minor repairs for vehicle on government credit card
 - e. verifies payments for interpreters
 - f. provides informal guidance to new employees

ORGANIZATION CHART
Benchmark Job #157



REASON FOR CLASSIFICATION

Benchmark Job #157

Job Title: Senior Probation Interviewer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the goals and objectives of the probation program to interview and counsel low risk offenders on bail, probation and parole; develop a case plan for each offender; prepare pre-trial enquiries and adult diversion reports; recommend placement of offenders in diversion programs or before the court and recommend restitution or compensation to be made by the offender.</p>	F	190
2	<p>MENTAL DEMANDS Judgement to apply structured study and analysis to interpret offender behaviour and choose an approach using a combination of accepted correctional methods and procedures to monitor and counsel low risk offenders on bail, probation and parole for compliance with court orders, recommend placement of offender in diversion programs or before the court and develop case plans based on the requirements ordered by the court.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATION SKILLS Persuasion required to use basic counselling skills to encourage offenders to cooperate with court orders.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to court and to home visits.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general procedures or instructions, selects alternative course of action to monitor and counsel low risk offenders on bail, probation and parole, develop offender-specific case plans, prepare pre-trial enquiries and adult diversion reports for the courts and recommend placement of offender in diversion programs or before the court.</p>	D	75
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Limited financial responsibility to purchase gas or pay for minor repairs using government credit card and verify payment for interpreters.</p>	B	10
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to drive a vehicle while conducting home visits.</p>	C	15

REASON FOR CLASSIFICATION

Benchmark Job #157

Job Title: Senior Probation Interviewer

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Limited responsibility for human resources to provide informal guidance to new employees.	A	5
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to provide direct counselling to offenders on bail or probation.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen to and observe when interviewing adult offenders.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to court documents, breach reports, community assessments and case files.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset adult offenders on probation.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around adult offenders who may react violently.	D	9

Total Points: 584

Level: Range 14

Paid Range 15 as per 14th Master