

JOB DESCRIPTION

Reference Job #CR-10

Ministry: Attorney General
Branch: Corrections, BBYCC
Location: Boulder Bay

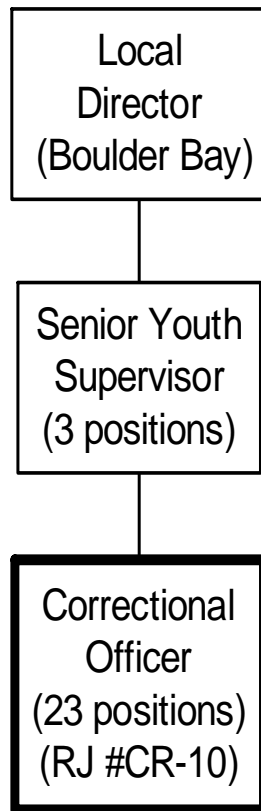
Working Title: **Correctional Officer (Boulder Bay)**
Level: Range 14 (Paid Range 16 as per 14th Master)
Classification: Correctional Services

PRIMARY FUNCTION

To maintain the security, safety and control of residents sentenced to secure custody or held on a warrant of remand in a secure youth camp environment (Boulder Bay Youth Custody Centre).

JOB DUTIES AND TASKS

1. Maintains the security, safety and control of approximately 33 residents
 - a. controls residents within a living unit, on the grounds during work projects or recreational activities or on escort
 - b. monitors activities and behaviour of residents, ensures they comply with the Branch and Centre rules and regulations
 - c. conducts formal and informal counts, checks living unit area and grounds, inspects communications and safety equipment, etc.
 - d. conducts searches of living units and residents as required
 - e. responds to emergencies and incidents such as attacks, suicide attempts, performs first aid, CPR, deals with incidents of antagonism, resolves conflicts
 - f. completes incident reports, injury reports, resident offence reports, etc., and looks into resident offenses; applies physical restraint techniques to control residents
 - g. trains residents in work, recreation and leisure time programs and activities located at and away from the centre
 - h. instructs residents in the care and safe use of various tools and equipment
 - i. operates vehicles and boat to transport residents to work-sites, appointments and for transfers to other centres
2. Provides basic information to and counselling of residents
 - a. informs residents of appropriate behaviour, life skills, rules of the living unit and centre
 - b. counsels residents in dealing with personal problems or the stress of being incarcerated
 - c. motivates residents to set and work towards end release goals
 - d. refers residents for formal counselling, therapy or rehabilitation, or other health professionals
 - e. records daily activities, behaviour and work progress to resident log
3. Provides case management services to residents
 - a. counsels residents to work towards goals such as early release
 - b. develops individualized sentence plans, release plans, temporary absences, etc.
 - c. assists residents in completing various forms
 - d. prepares monthly and other reports
 - e. assesses each residents' behaviour and attitude for the Token Economy System by completing forms and determining level of payment



REASON FOR CLASSIFICATION

Reference Job #CR-10

Job Title: Correctional Officer (Boulder Bay)

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 monitor 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 and to refer residents to appropriate program personnel or health professionals.</p>	E	150
3	<p>INTERPERSONAL COMMUNICATIONS SKILL Persuasion required to use basic counseling to motivate residents to set, and work towards, early release goals.</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 course of action, to maintain the safety and security of a correctional living unit, to develop individualized sentence plans for young residents, 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 based on a Token Economy for inmates.</p>	B	10
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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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to provide formal training and instruction on the care and use of tools and equipment.	B	9
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS Considerable care and attention to ensure the security of staff and residents of the youth camp, and when escorting residents.	E	40
10	SENSORY EFFORT/MULTIPLE DEMANDS Intense awareness of others to almost always observe resident behaviour in the camp, 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 residents of a secure youth camp almost always.	D	9
13	HAZARDS High level of exposure to hazards from almost always possibility of physical violence from residents of a secure youth camp.	E	12

Total Points: 607.5

Level: Range 14

Paid Range 16 as per 14th Master.