



Ministry of Public Safety and Solicitor General - Corrections Branch
Community Corrections Division

"Protect Communities, Reduce Reoffending"

ADULT PROBATION OFFICER – APPLICANT INFORMATION PACKAGE

Thank you for your interest in becoming an Adult Probation Officer. In order to be considered for a position, candidates must meet the position requirements below and provide all corresponding information to the closing location by the closing date. Candidates who are currently employed as an Adult Probation Officer (auxiliary or regular) with the BC Corrections Branch are deemed to meet the education, pre-requisite course and driver's license criteria and are not required to provide proof with their application.

Educational Requirements

A Bachelor's degree (4 years; 120 credits), instructed in the English language, from a recognized Canadian Institution

- Educational equivalencies are listed below

Pre-Requisite Course and Equivalencies

CORR1000: The Adult Probation Officer. This course is offered online at the [Justice Institute of BC](#).

- Candidates who have worked as an Adult Probation Officer in another Canadian jurisdiction or as a Youth Probation Officer in BC within the previous two years, for a period of at least two years, are not required to complete the prerequisite
- Candidates who completed Corr1000 (or a previous version of this course) more than 3 years prior to the closing date, may be required to satisfy the hiring manager they remain familiar with the role and responsibilities of a probation officer in BC.

BC Driver's License

Valid Class 5 BC driver's license

- A valid Class 7 BC driver's license may be considered

Hiring Process

Candidates who meet the base requirements for the position may be assessed on the job requirements, accountabilities and competencies outlined in the job profile. Assessment processes are determined by the hiring manager and will include, at minimum, a behavioural competency interview and past work performance check. For more information about behavioural interviews and competency definitions, please visit: [Competencies in the BC Public Service](#).

Police and Criminal Records Checks

This position has been designated as a position of trust, and therefore, requires enhanced security screening as a condition of employment. The checks include a police information check and fingerprints by the RCMP or police, a [Criminal Records Review Act](#) check and JUSTIN and CORNET provincial database checks. Criminal record checks are conducted after an offer of employment is made. Candidates are not required to submit

criminal record check information with their application. New criminal records checks will be conducted periodically and at least every five years.

Training Requirements

Candidates who are successful in the position will be required to undertake, and successfully complete the training requirements of the position. This may require adjustments to hours of work while on basic training. For specific details on the basic training timeframes, please discuss further with the hiring manager.

Working Conditions

Probation Officers travel to supervise clients and meet with justice partners, groups and agencies in communities throughout BC. Day and overnight travel is a requirement of the position. Probation Officers may be required to drive in government vehicles on winter roads. Work schedules and hours of work may vary by location. Adult Probation Officers work with adult clients who may have multiple legal, health, social and/or mental health challenges. The work may involve exposure to hostile, abusive, and/or potentially violent clients, and exposure to traumatic material/images. Probation officers act as 'an officer of the court' and provide information to the court both verbally and in writing, including writing court reports and testifying in court proceedings as required.

Salary

Salary assignment will be based on level of experience, and training requirements. Please see the [Probation Officer total compensation overview](#) for more information.

Educational Equivalencies

- A Bachelor's degree from a recognized Canadian Institution must have a minimum of 35% of the credits at 300 & 400 level courses.
- All post-secondary education utilizing Prior Learning Assessments will need to be recognized by the B.C. Ministry of Advanced Education, and awarded by a recognized Canadian Institution. Certificate, diploma, undergraduate or masters degrees awarded solely on Prior Learning Assessments without a minimum 50% post-secondary education do not qualify as meeting BC Corrections educational requirements.
- Applicants with transcripts from foreign countries must contact the [International Credential Evaluation Services](#) (ICES) for a Comprehensive Report which will evaluate the credentials, confirm language of instruction, and determine comparable levels in BC or Canadian terms. Documentation must be provided to the closing location by the closing date.
- When a Comprehensive Report from ICES confirms a degree instructed in a language other than English, applicants are required to provide proof of English language proficiency by means of:
 - Canadian Academic English Language (CAEL) – 70;
 - Canadian English Language Proficiency Program (CELPIP General) - 7;
 - International English Language Testing System (IELTS Academic) - 6.5;
 - Test of English as a Foreign Language (TOEFL) - overall score of 90; or
 - Language Proficiency Index (LPI) – 5.

Website Links:

[MyHR Probation Officer Career Opportunities](#)
[BC Corrections Branch](#)
[Justice Institute of British Columbia](#)
[International Credential Evaluation Services](#)

TITLE: PROBATION OFFICER
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CLASSIFICATION: SOCIAL PROGRAM OFFICER

MINISTRY: MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

WORK UNIT: CORRECTIONS BRANCH

JOB OVERVIEW

Under the direction of the Local Manager of Community Corrections, a probation officer assesses risks and needs, case manages and supervises adult clients subject to community supervision; assists the Court and other decisions makers in determining appropriate dispositions; responds to client risk and needs through case management and the application of the risk, need, responsivity principles; encourages changes in thinking and behaviour through a variety of individual and group interventions; and acts as a community resource.

The probation officer functions relatively independently and is an 'officer of the court.' The probation officer may be one of several probation officers working as a team in an office, or working as part of a team from a remote location. The probation officer reports to the Local Manager who reports to the Regional Director, who is operationally responsible for several community corrections offices.

ACCOUNTABILITIES

Required:

Risk Assessment and Case Management according to risk, need, responsivity principle

- Supervises, according to judicial or quasi-judicial orders, adults who have been placed on probation, conditional sentence, temporary absence, bail, recognizances/peace bond orders, and alternative measures agreements;
- Ensures the conditions of these orders are understood by the clients and that any violations of the conditions are reported to the Court, Crown Counsel, adult custody centre, or other appropriate agency, as per Branch policy;
- Monitors behaviour and progress, and documents information in client records according to Branch policy;
- Assists clients who are on bail by assessing issues and needs; develops a case plan based on court orders, provides information regarding community resources, makes referrals to community agencies and programs, including but not limited to drug and alcohol counselling and treatment, forensics, mental health and aboriginal justice contractors;
- Assesses sentenced client risks and needs through the application of appropriate Risk/Needs Assessment tools;
- Develops and applies individual case management plans to all sentenced clients, pursuant to policy, and, the risk needs responsivity principle with the ultimate goal of reducing criminal behavior;
- Contacts collaterals, identifies sources of information that support the development and implementation of case management plans
- Assists clients in meeting and complying with the legal obligations of their community supervision orders;

- Applies, teaches and role models a variety of interventions including: strategic supervision, enforcement, program delivery, structured and focused interviewing, positive rapport building, rewarding pro-social behaviours, cognitive behavioural interventions, trauma-informed practice, use of Core Concepts, use of Essential Skills to Success, and liaison with and referral to other agencies, which target identified criminogenic needs;
- Provides specialized supervision and case management to specific client groups according to Branch policy, such as sex offenders, intimate partner violence offenders, and clients with mental health needs;
- Assigns and oversees tasks completed by secondary case managers and Aboriginal Justice Workers;
- Provides secondary case management for other jurisdictions to monitor and report the behaviour and status of clients;
- Has an awareness of local Indigenous Nations and community resources in order to respond appropriately to the cultural needs of clients;
- Has an awareness of appropriate community resources in order to respond to clients in crisis situations or to address case management needs such as counselling or mental health support;
- Works with community agencies and other justice agencies in the management of clients under supervision and seeks case consultation as required,
- Uses technology in case management including E-reporting when possible and electronic supervision as required

Interviews

- Conducts in-person interviews, home visits and telephone interviews in order to develop case management plans or provide specific modes of supervision;
- Conducts in-person, structured and focused interviews, in order to support the client's compliance with the conditions of supervision and address criminogenic needs;
- Interviews clients, victims, or collateral contacts (in the office, in institutions/facilities, their home or in the community) for the purpose of gathering social, personal, health, court and correctional history information necessary for preparing risk/needs assessments, Pre-Sentence Reports and other case management purposes;

Reports

- Conducts breach investigations and submits reports of violations to authorities;
- Prepares Pre-Sentence or other reports at the request of the Court including a thorough examination of client records, interviews with victims and collaterals and investigative interviews with the client;
- Assists the Court in determining sentencing options by proposing interventions available in the community and custody settings with particular attention to the circumstances to indigenous offenders;
- Presents to the Court in a concise, articulate, professional manner written or verbal information obtained through investigations;
- Maintains and applies an accurate knowledge base of legislation, programs, policies, services and community resources;
- Prepares other reports as may be requested by Crown Counsel or adult custody centres, with respect to client progress, risk and needs, or conditional release

Organizes and Facilitates CORE Programs

- Coordinates and facilitates CORE programs to groups of clients;

- Monitors client progress and ensures accurate data entry of CORE Program participation and outcomes;

Conditional Sentence Order Supervision and Administration

- Monitors and updates conditional sentence orders as required, ensuring accurate calculation of conditional sentence orders

Alternative Measures and Community Work Service

- Processes alternative measures referrals for alleged sexual and intimate partner violence offences, including the completion of a risk assessment and development of an alternative measures plan;
- Liaises with justice partners and community agencies to ensure compliance and completion of the plan

Other Related Duties

- Attends integrated case conference meetings;
- Provides notification and information to victims, the public, or other agencies, as appropriate, within the confines of legislation and Branch policy;
- Liaises with the local manager, senior probation officer and local RCMP/police detachment regarding residence approval, curfew checks, notifications etc.;
- Fulfills the role of “officer of the court” which may include laying and/or swearing information, making 810.1/810.2 Recognizance applications, providing verbal reports or updates to the court and testifying in court proceedings;
- Provides information to criminal justice partners regarding enforcement, sentencing options, community resources and/or client status;
- Responds to public inquiries and handles routine requests for information and assistance;
- Participates in internal/external justice or social services committees or meetings and attends related meetings and/or training as required;
- Participates in the promotion and development of community resources that fall within the mandate of the Corrections Branch;
- Provides input into Branch policies, programs and procedures;
- Prepares or assists in the creation of critical incident reports or file summaries at the request of the Local Manager/Senior Probation Officer;
- Drives government vehicles to various locations required to perform the duties of a Probation Officer;
- Takes on specific roles in the office such as vehicle fleet manager, equipment management, first aid duties, occupational health representative;
- Assists the Local Manager and/or Senior Probation Officer in mentoring/orienting/tutoring new employees, practicum students and/or volunteers;
- Participates in clinical support meetings and professional development activities including research projects;
- Liaises with contractors or programs;
- Speaks to community members about the role of the Corrections Branch and Community Corrections, to further public education and promote diversity in recruitment

JOB REQUIREMENTS

- Bachelor's Degree (4 years; 120 credits) from a recognized Canadian Institution.
- Successful completion of the Adult Probation Officer pre-requisite course (CORR1000)
- Valid Class 5 B.C. driver's license. A valid Class 7 may be considered.
- Computer and keyboard skills (minimum 30 wpm).
- Strong report writing skills and the ability to communicate in a professional manner orally and in writing
- Ability to work through emotionally charged situations with confidence and compassion
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

BEHAVIOURAL COMPETENCIES

- Decisive Insight
- Flexibility
- Integrity
- Continuous Development
- Listening, Understanding and Responding
- Service Orientation
- Teamwork and Co-operation
- Cultural Agility (Indigenous Relations Behavioural Competency)