

Ministry: Justice  
Branch: Community Corrections  
Location: Various

Working Title:  
Level:  
Classification:

**Adult Probation Officer**  
Range 24  
Social Program Officer

### PRIMARY FUNCTION

To assess risks and needs, case manage and supervise adult clients; assist the Court in determining appropriate dispositions; encourage changes in thinking and behaviour through a variety of interventions; and act as a community resource.

### JOB DUTIES AND TASKS

#### 1. Assesses, manages and supervises cases according to risk and need

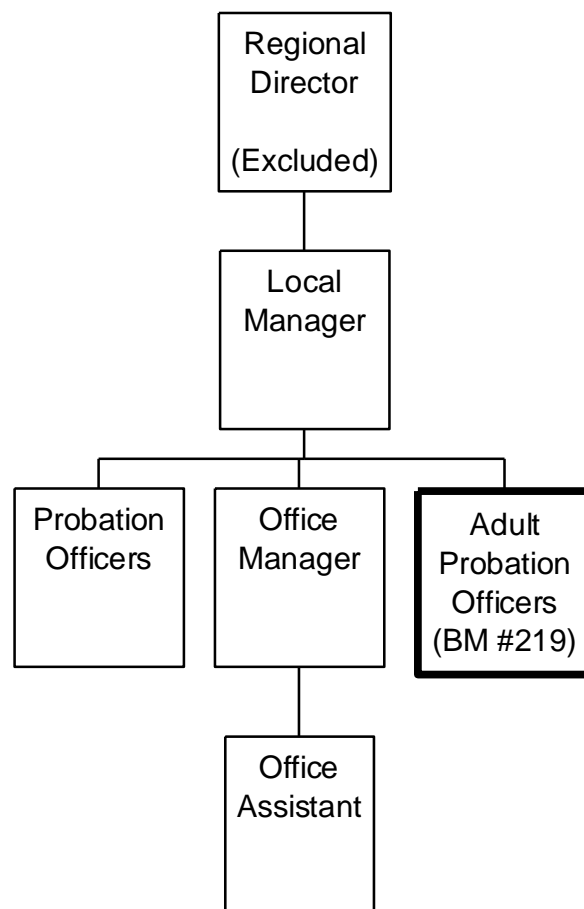
- a. supervises, according to judicial or quasi-judicial orders, adults who have been placed on probation, conditional sentence, temporary absence, bail, recognizances/peace bond orders, and alternative measures agreements
- b. ensures the conditions of these orders are understood and adhered to by the clients and that violations of the conditions are reported to the Court, Crown Counsel, adult custody centre, or other appropriate agency
- c. assesses client risks and needs through the application of Risk/Needs Assessment tools
- d. develops and applies an individual case management approach with the ultimate goal of reducing criminal behavior
- e. conducts in-person interviews, home visits and telephone interviews to ensure compliance with the conditions of supervision, verify client information with collateral sources, and address criminogenic needs
- f. assists clients to meet and comply with their community supervision orders, and responds to their needs through a variety of interventions (e.g., enforcement, counselling, cognitive behavioural interventions, program delivery, positive rapport building, etc.).
- g. coordinates and/or facilitates programs to groups of clients (i.e. Core Programs, Sex Offender Maintenance)
- h. provides specialized supervision/case management, including through Motivational Interviewing techniques, and other interviewing techniques and interventions, to specific groups (e.g., sex offenders, domestic violence offenders, and clients with mental health needs)
- i. works with community and justice agencies in the management of clients and seeks case consultation to respond to clients in crisis or to address needs such as counselling, cultural programming, housing and welfare
- j. assigns and oversees tasks completed by secondary case managers and Aboriginal Justice Workers; provides secondary case management for other offices/jurisdictions to monitor and report the behavior/status of clients
- k. provides notification and information to victims, public, or other agencies, as appropriate
- l. utilizes technology to augment or replace modes of supervision (i.e. electronic monitoring and eReporting)
- m. maintains client records, as per Branch policy, within automated systems and the physical (paper) file
- n. ensures accurate calculation of Conditional Sentence Orders

#### 2. Assists the Court, and other decision makers in determining dispositions or conditions of community supervision

- a. initiates and conducts investigations, including document gathering/analysis, interviewing clients, victims, and collaterals to gather social, personal, health, court and correctional history and conducting risk/needs assessments;
- b. determines current circumstances and factors impacting responsiveness to interventions
- c. prepares reports to inform the Court, Crown Counsel or Adult Custody Centres with respect to client progress, risk and needs, or conditional release
- d. assists the Court in determining sentencing options by proposing interventions available in the community and custody settings with particular attention to the circumstances of aboriginal offenders
- e. presents to the Court, or other decision makers, information obtained through investigation;
- f. fulfills role of "officer of the court" including laying and/or swearing information (including breaches), applying for 810.1/810.2 Recognizance

#### 3. May perform other duties as required

- a. participates in justice or social services, committees or meetings and speaks to community members about the role of the Corrections Branch and Community Corrections, to further public education and promote diversity in recruitment
- a. serves on projects and focus groups, provides input into Branch policies, programs and procedures
- b. drives government vehicle to various locations as required
- c. prepares or assists in the preparation of critical incident reports or file summaries
- d. takes on specific roles in the office such as vehicle fleet manager, equipment management, first aid duties
- e. orients new staff, students and/or volunteers



FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<b>JOB KNOWLEDGE</b> Understand social science theory (e.g., criminology, social work, psychology, sociology, etc.) to assess risks and needs, case manage and supervise adult clients subject to community supervision; assist the Court in determining appropriate dispositions; encourage changes in thinking and behaviour through a variety of interventions; and act as a community resource.	H	280
2	<b>MENTAL DEMANDS</b> Judgement to modify approaches so they will address the differing criminogenic needs of clients in order to develop individual case management plans and utilize a variety of interventions that are responsive to the offender's individual motivations, strengths and abilities, and to conduct investigations to assist the Court in determining dispositions or conditions of community supervision.	G	200
3	<b>INTERPERSONAL COMMUNICATIONS SKILL</b> Influence and formal counselling skills are required to provide therapy to clients, who may be hostile or abusive, to address their criminogenic needs and to initiate behavioural change by responding to their individual motivations, strengths and abilities with the ultimate goal of reducing their criminal behaviour.	E	60
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive to client homes, court, community meetings, etc.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by Ministry policies and community corrections standards, provides professional services to probation clients by conducting investigations to assist the courts in determining dispositions or conditions of community supervision and by assessing client risks and needs, and planning individual case management approaches, utilizing a variety of interventions, to reduce client criminal behaviour.	F	160
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> Limited responsibility to pay for gas using a government card and to validate Transportation Costs forms for clients requiring transportation funds when attending core programming.	B	10
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Significant responsibility to control the quality of information being submitted to the court related to clients including the calculation of conditional sentence orders.	D	22.5

FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Limited responsibility to provide informal orientation to new staff, students and volunteers.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to assess client risks and needs and provide a variety of interventions (e.g., enforcement, counselling, positive rapport building, etc.) to help clients address their criminogenic needs and reduce their criminal behaviour.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently listen and observe clients, victims, or collaterals while conducting interviews to gather social, personal, health, court and correctional history, assessing needs, or applying various interventions.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to the computer screen or printed documents while gathering information, maintaining client records, and preparing court documents and reports (e.g., pre-disposition reports, reports to Crown Counsel, etc.).	C	12
12	<b>SURROUNDINGS</b> Exposure to frequently working with clients who may have multiple legal, health, social and/or mental health challenges and are hostile, abusive and/or potentially violent.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequently working around clients who may have multiple legal, health, social and/or mental health challenges and are hostile, abusive and/or potentially violent.	D	9

Total Points: 831.5

Level: Range 24