

Position Number: **Benchmark Job #219**

Ministry: Attorney General

Branch: Corrections

Location: Various

Working Title: **Adult Probation Officer**

Level: Range 24

NOC Code 4155

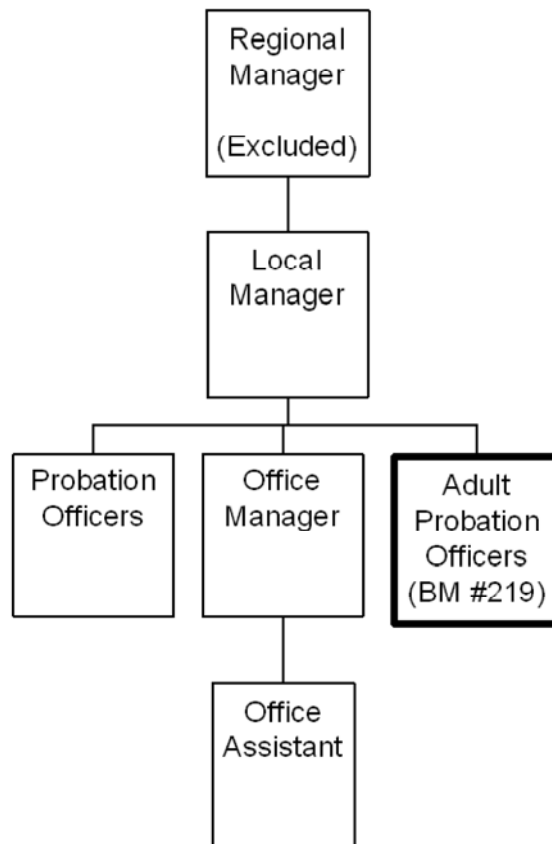
## PRIMARY FUNCTION

To assist clients in meeting legal obligations of court orders, to assist the courts in determining appropriate case disposition, and to act as a community resource person for the Ministry.

## JOB DUTIES AND TASKS

1. Assists clients in meeting and complying with legal obligations of their court order and in overcoming personal difficulties
  - a. monitors and oversees, in accordance with Court and/or other legal orders, adults who have been placed on probation, parole, diversion plans, community service orders, temporary absence, on bail, and recognizance orders
  - b. ensures the offender is aware of the conditions and ramifications of court orders
  - c. provides after care monitoring and ensures the conditions of the court orders are adhered to by the offenders and that any violations of the conditions are reported to the Court, Crown Counsel, or other appropriate agency
  - d. counsels and assists offenders in dealing with their personal problems and/or problems which resulted in their coming in conflict with the law, and assists them in the resolution of these problems
  - e. maintains up-to-date case management files in accordance with the Corrections Branch Manual of Standards
  - f. visits isolated geographic areas to supply statutory services if required
2. Acts as an Officer of the Court in order to assist the Court and other decision makers in determining appropriate dispositions
  - a. initiates and conducts investigations leading to the preparation of pre-sentence reports to assist the Court in its sentencing deliberations
  - b. interviews persons for the purpose of gathering social and personal history on individuals for whom reports have been requested
  - c. presents to the Court, in written form or orally, information obtained through investigations
  - d. ensures completed reports are delivered to appropriate component of the Justice System in sufficient time to be of assistance
  - e. prepares other reports as may be requested by Crown Counsel, corrections institutional staff, Parole Board members, etc.
  - f. attends Court and provides information to Crown Counsel, Defense Counsel or Judges, including giving oral progress reports on client performance and advising the Court of sentencing alternatives including Corrections programs, or implications relating to the setting of bail
3. Acts as a community resource person to actively involve the community in development programs

- a. participates in the promotion and development of community resources having Branch objectives
  - b. participates in community programs aimed at the prevention of crime
  - c. speaks to interested groups in the community about the role of Corrections Branch and how community groups might participate in that role
4. Performs other duties such as
- a. serves as a Regional representative on Branch committees and groups as required
  - b. prepares monthly records of caseload statistics and vehicle reports
  - c. provides input into development of office procedures
  - d. drives vehicle to client homes and court
  - e. provides formal training to new probation officers



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<b>JOB KNOWLEDGE</b>  Understand the theory of criminology to plan and review probationary case files; design individual plans for probation clients and monitor, counsel and assist clients to comply with court orders.	H	280
2	<b>MENTAL DEMANDS</b>  Judgement to modify probation approaches to monitor and counsel adults on	G	200

	probation, bail, parole and recognizance orders; determine level of monitoring; and ensure court orders are adhered to.		
3	<b>INTERPERSONAL COMMUNICATIONS SKILL</b>  Influence and formal counselling skills required to provide therapy to initiate behavioural change with offenders and families where the parties are not cooperative.	E	60
4	<b>PHYSICAL COORDINATION AND DEXTERITY</b>  Moderate coordination and dexterity required to drive vehicle to clients' homes and court.	C	15
5	<b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b>  Guided by ministry policies and counselling standards, plan the delivery of probation services to adult offenders, monitor and assist probation clients to comply with legal obligations, conduct investigations and prepare reports to recommend case disposition to the Courts.	F	160
6	<b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b>  Limited responsibility to complete own travel expense claim forms.	A	5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b></p> <p>Moderate responsibility to set up and maintain a project information system of client information, case notes and documentation.</p>	C	15
8	<p><b>RESPONSIBILITY FOR HUMAN RESOURCES</b></p> <p>Responsibility to provide formal training to new probation officers.</p>	B	9
9	<p><b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b></p> <p>Considerable care and attention to provide direct counselling service to probation clients.</p>	E	40
10	<p><b>SENSORY EFFORT/MULTIPLE DEMANDS</b></p> <p>Focused sensory concentration to frequently listen and observe while conducting interviews and assessments of probation clients and providing counselling.</p>	C	12
11	<p><b>PHYSICAL EFFORT</b></p> <p>Moderate physical effort to frequently focus visual attention to computer screens and printed material while gathering social and personal history of clients and preparing pre-disposition reports.</p>	C	12
12	<p><b>SURROUNDINGS</b></p> <p>Exposure to frequent unpleasant dealings with upset probation clients.</p>	C	6
13	<p><b>HAZARDS</b></p> <p>Significant exposure to hazards from frequently working around clients in a probation office who may react violently.</p>	D	9

Total Points: 823

Level: Range 24