

Position: **Reference Job #CR03**

Ministry: Attorney General

Working Title: **Deputy Director (Lakeview)**

Branch: Corrections, LYCC

Level: Range 27

Location: Campbell River

NOC Code: 6462

PRIMARY FUNCTION

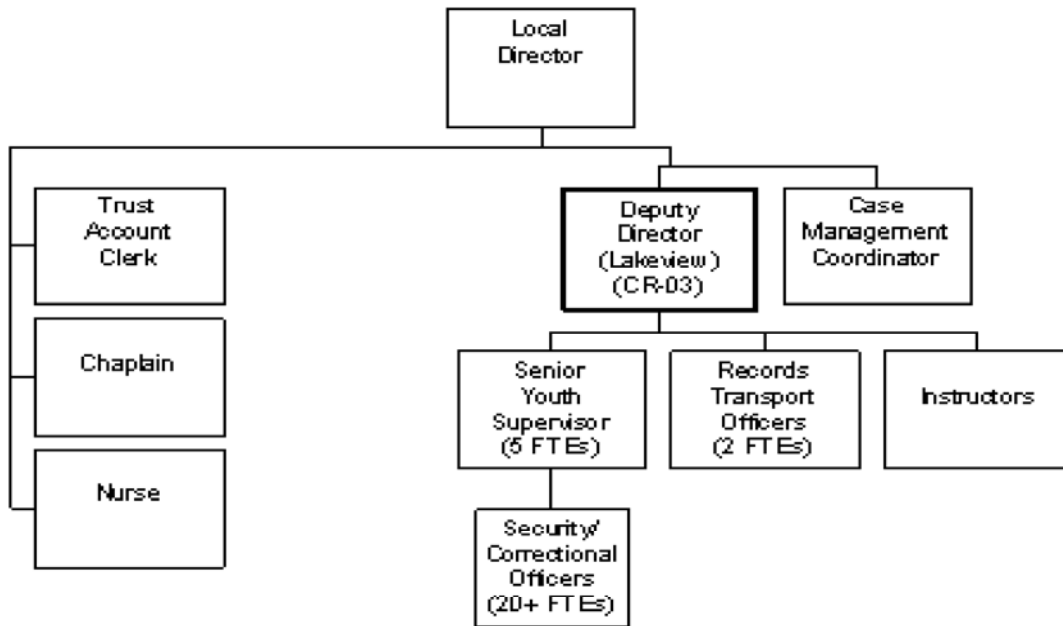
To oversee the operation and administration of a youth custody centre (Lakeview Youth Custody Centre).

JOB DUTIES AND TASKS

1. Maintains security and safety of centre
 - a. formulates and recommends security policy for institution
 - b. monitors security and safety practices of staff; trains staff in centre's security systems
 - c. ensures integrity and maintenance of security equipment
 - d. conducts daily inspections of all areas of the centre
 - e. schedules and monitor facility repairs and construction
 - f. responds to emergencies such as attacks, suicide attempts; applies physical restraint techniques to control youth residents when necessary
 - g. defuses critical incidents and counsels youth residents as required
2. Develops programs for youth residents
 - a. assesses resident's program needs
 - b. develops, organizes and assesses rehabilitative, educational and recreational programs for the youth custody centre
3. Schedules work assignments
 - a. develops and monitors scheduling and leave policy
 - b. develops and post annual shift schedule
 - c. schedules leave request for approval of Local Director
 - d. authorizes overtime within prescribed guidelines
4. Directs and supervises over 28 staff
 - a. determines work to be done
 - b. assigns duties and tasks
 - c. monitors work performance, provides direction and correction
 - d. conducts staff performance appraisals; discusses disciplinary issues with staff
 - e. recommends formal discipline as required
 - f. recruits, interviews and hires staff
 - g. identifies staff training needs, develops and conducts training

5. Performs administrative functions

- a. provides cost data for the development of the centre's budget proposals
- b. liaises with various justice system agencies, social services, community groups, other centres and the public
- c. maintains vehicle fleet, including authorizing repairs and recommending replacement
- d. chairs joint health and safety meetings
- e. performs function of commissioner for taking oaths and affidavits



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p>JOB KNOWLEDGE</p> <p>Understand the theory of youth corrections to develop rehabilitative programs for youth as Deputy Director.</p>	H	280
2	<p>MENTAL DEMANDS</p> <p>Judgement to modify techniques and methods so they will work with new or changed circumstances or objectives to plan and organize programs in a youth custody centre.</p>	G	200
3	<p>INTERPERSONAL COMMUNICATIONS SKILL</p> <p>Persuasion required to use basic counselling skills to supervise employees, appraise work and communicate issues of discipline when needed.</p>	D	45
4	<p>PHYSICAL COORDINATION AND DEXTERITY</p> <p>Significant coordination and dexterity required to apply physical restraint techniques to control young offenders when necessary.</p>	D	22.5
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS</p> <p>Guided by correctional policies and standards, plans and organizes programs and activities in a youth custody centre.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES</p> <p>Moderate financial responsibility to provide cost data requiring program knowledge for budget development.</p>	D	22.5

FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</p> <p>Considerable responsibility to formulate and recommend security policy for institution to Local Director and train staff in security systems.</p>	E	33
8	<p>RESPONSIBILITY FOR HUMAN RESOURCES</p> <p>Responsibility to supervise staff, appraise employee performance and take disciplinary action (28+ FTEs).</p>	DI	27
9	<p>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</p> <p>High level of care and attention to manage a program of staff safety and inmate security in a correctional centre.</p>	F	50
10	<p>SENSORY EFFORT/MULTIPLE DEMANDS</p> <p>Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.</p>	D	18
11	<p>PHYSICAL EFFORT</p> <p>Moderate physical effort to occasionally restrain inmates.</p>	C	12
12	<p>SURROUNDINGS</p> <p>Exposure to frequent involvement with unpredictable young offenders.</p>	C	6
13	<p>HAZARDS</p> <p>Significant exposure to hazards from frequent possibility of physical violence from young offenders.</p>	D	9

Total Points: 885

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