

Position: **Reference Job #CR05**

Ministry: Attorney General

Working Title: **Sentence Management Coordinator**

Branch: Corrections, BCCW

Level: Range 21

Location: Burnaby

NOC Code: 6462

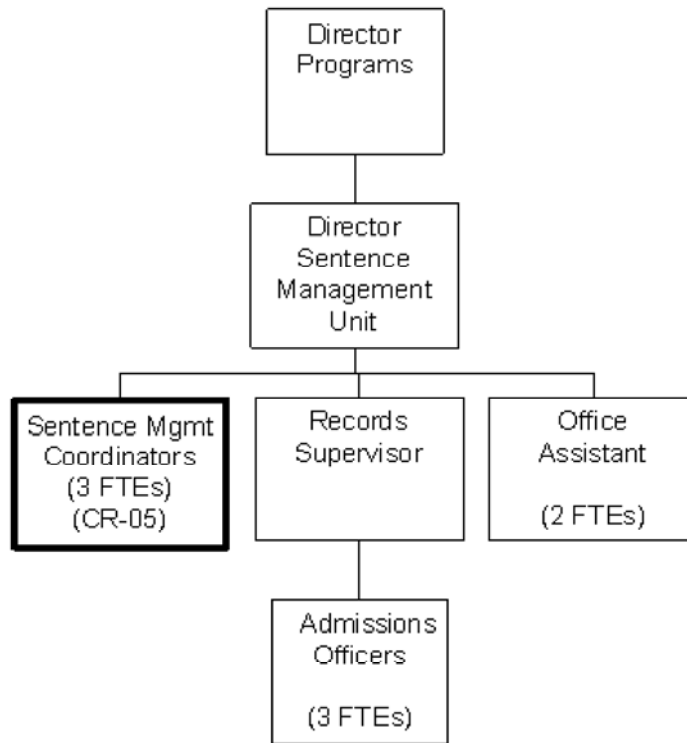
## PRIMARY FUNCTION

To classify inmates to a level of control, care, custody and program and to provide case management duties in a secure adult institution (Burnaby Correctional Centre for Women).

## JOB DUTIES AND TASKS

1. Classifies inmates to the appropriate level of control, care, custody and program.
  - a. interviews the inmates, examines and assesses all inmate risk factors; consults with centre staff and requests psychiatric assessments
  - b. contacts inmates past/current contacts including family and professionals to interpret past behaviours, treatment needs and outstanding issues
  - c. determines placement of inmates into open or secure centre
  - d. writes a comprehensive Classification Report to director for all admissions
2. Provides case management to enable inmates to make the most effective use of their sentences
  - a. coordinates the case management process
  - b. develops case management plans
  - c. provides case management information and training to staff
  - d. assigns case management files to corrections staff
  - e. monitors reports from case managers and modifies sentence plans as required
  - f. completes Community Assessments
  - g. maintains a file of inmates' dates for parole review, psychiatric and psychological assessments, reports, etc.
  - h. advises inmates on accepting realistic goals
3. Performs temporary absence and parole responsibilities
  - a. receives and examines all inmate applications for parole, temporary absence, statutory release, private family visits
  - b. compiles and analyses reports from case managers
  - c. liaises with parole boards, police, probation, community programs
  - d. submits appropriate reports and recommendations to directors and other decision makers
  - e. schedules and attends hearings and panels
  - f. compiles and maintains statistics for each process
  - g. prepares and distributes reports and documents after decision

- h. looks into alleged temporary absence violations
- 4. Performs other duties
  - a. responds to emergencies such as attacks , suicide attempts
  - b. applies physical restraint techniques to control inmates when necessary
  - c. transfers federal inmates out-of-province



FACTOR	REASON FOR CLASSIFICATION	DEGREE	POINTS
1	<p><b>JOB KNOWLEDGE</b></p> <p>Understand the principles of criminology and corrections to interpret and apply those areas standards to classify inmates to ensure appropriate level of control, care, custody and program.</p>	G	250
2	<p><b>MENTAL DEMANDS</b></p> <p>Judgment to modify approaches so they will work with new or changed circumstances or objectives to determine and modify individual classification decisions to ensure appropriate level of control, care, custody and program.</p>	G	200
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use counselling skills to interview inmates to assess appropriate classification and advise them on accepting realistic goals.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b></p> <p>Significant coordination and dexterity required to apply physical restraint techniques to control inmates when necessary.</p>	D	22.5
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by corrections policies that allow flexibility in performing work, applies classification standards to ensure the appropriate level of control, care, and custody and program for inmates.</p>	E	120
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>No financial responsibility.</p>	A	5

<b>FACTOR</b>	<b>REASON FOR CLASSIFICATION</b>	<b>DEGREE</b>	<b>POINTS</b>
7	<b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to organize and maintain own inmates files.	C	15
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> Responsibility to provide formal training and instruction on case management to other staff.	B	9
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Considerable care and attention to ensure security and safety of inmates and the general public when making classification decisions.	E	40
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Intense awareness of others to almost always observe inmates to prevent life threatening situations such as attacks, suicide attempts.	D	18
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to occasionally restrain inmates.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent involvement with unpredictable institutionalized clients.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequent possibility of physical violence from inmates in a correctional centre.	D	9

Total Points: 751.5

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