

Position: **Reference Job #CR11**

Ministry: Attorney General

Working Title: **Correctional Officer (Terrace)**

Branch: Corrections, TCCC

Level: Range 14 (Paid Range 15 per 14th Master.)

Location: Terrace

NOC Code: 6462

## PRIMARY FUNCTION

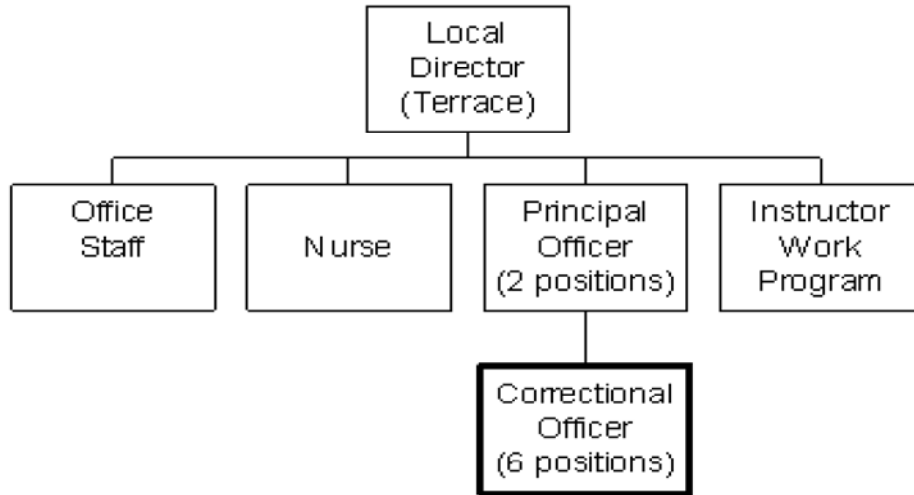
To maintain security, safety and control of inmates in an open custody community correctional centre (Terrace Community Correctional Centre), on work projects, during transport and while in the community.

## JOB DUTIES AND TASKS

1. Maintains security, safety and control of inmates
  - a. controls inmates within the centre, on work projects in the community and during escorts
  - b. monitors activities in living unit to ensure compliance with rules and regulations
  - c. conducts formal and informal counts, checks the buildings, yard and shop and searches inmates and living areas
  - d. inspects alarm, communication and safety equipment
  - e. inspects vehicles used for transport prior to use
  - f. ensures safe operation of various tools and equipment
  - g. responds to emergencies such as attacks, suicide attempts, performs first aid, CPR; deals with incidents of antagonism, resolves conflicts; applies physical restraint techniques to control inmates
  - h. escorts inmates to appointments, hospital, K'SAN Transition House, etc., ensuring safety of co-workers and others
2. Provides case management services during shift
  - a. develops individual inmate case management/sentence plans; assesses progress; motivates inmates to follow sentence plans
  - b. provides informal counselling on acceptable behaviour, life skills, rules of the house, and personal problems
  - c. monitors inmates' performance of cleaning duties
  - d. checks temporary absence applicants to ensure information is true and valid and meets the criteria for T.A.s
  - e. transports inmates by vehicle to the bush to work in logging or woodcutting projects, ensuring safety and security of inmates and others during the work day
  - f. trains inmates in proper work methods and operation and use of various equipment and tools
  - g. determines pay levels within policy guidelines and completes pay sheets
  - h. admits and discharges new inmates or inmates returning to the centre
  - i. completes documentation and enters movement in log book and in computer system
  - j. dispenses medications according to prescribed directions

3. Performs other duties

- a. takes orders for firewood from members of the community
- b. receives payment for wood orders and issues receipts
- c. balances cash and receipts at end of shift and ensures money is safe



| FACTOR | REASON FOR CLASSIFICATION   | DEGREE | POINTS |
|--------|---|--------|--------|
| 1      | <p><b>JOB KNOWLEDGE</b></p> <p>Understand the goals and objectives of corrections programs and related legislation to administer, enforce and interpret laws and regulations to develop individualized sentence plans for inmates and assess their progress in a living unit.</p>         | F      | 190    |
| 2      | <p><b>MENTAL DEMANDS</b></p> <p>Judgement to apply analysis and interpretation of inmate behaviour and choose an approach using accepted corrections procedures and techniques to develop individualized sentence plans for inmates and assess inmate progress.</p>                       | E      | 150    |
| 3      | <p><b>INTERPERSONAL COMMUNICATIONS SKILL</b></p> <p>Persuasion required to use basic counselling skills to motivate inmates to follow a sentence plan.</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.</p>   | D      | 22.5   |
| 5      | <p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b></p> <p>Guided by general correctional procedures or instructions, selects alternative course of action, to maintain security of an adult custody centre, develop individualized sentence plans for adult residents and assess progress.</p> | D      | 75     |
| 6      | <p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b></p> <p>Some financial responsibility to collect cash from firewood sales, issue receipt and balance at end of shift.</p>   | C      | 15     |

| <b>FACTOR</b> | <b>REASON FOR CLASSIFICATION</b>  | <b>DEGREE</b> | <b>POINTS</b> |
|---------------|---|---------------|---------------|
| 7             | <b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b><br>Moderate responsibility to transport inmates to work site by vehicle.  | C             | 15            |
| 8             | <b>RESPONSIBILITY FOR HUMAN RESOURCES</b><br>Responsibility to provide formal training and instruction to direct inmates on work methods and use of tools and equipment.                | B             | 9             |
| 9             | <b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b><br>Considerable care and attention to ensure safety and security of inmates within an open custody Community Correctional Centre. | E             | 40            |
| 10            | <b>SENSORY EFFORT/MULTIPLE DEMANDS</b><br>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><br>Moderate physical effort to occasionally restrain inmates.  | C             | 12            |
| 12            | <b>SURROUNDINGS</b><br>Exposure to almost always involvement with unpredictable inmates in an open adult Community Correctional Centre.   | D             | 9             |
| 13            | <b>HAZARDS</b><br>Significant exposure to hazards from almost always possibility of physical violence from inmates in an open adult Community Correctional Centre.                      | E             | 12            |

Total Points: 612.5

Level: Range 14

Paid Range 15 per 14th Master.