

TITLE: PROBATION OFFICER 15

CLASSIFICATION: PROBATION INTERVIEWER 15

MINISTRY: MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

WORK UNIT: CORRECTIONS BRANCH

JOB OVERVIEW

Under the direction of the senior probation officer, a probation officer 15 supervises adult clients released on bail, provides case management and supervision of low risk sentenced non sexual and non-intimate partner violence offenders and provides selected modes of supervision to medium and high-risk offenders, who are case managed by a probation officer.

The probation officer 15 functions relatively independently and is an 'officer of the court.' The probation officer 15 typically works with other probation officer 15's and probation officers as a team in an office, or working as part of a team from a remote location. The Probation Officer 15 reports to the Senior Probation Officer, who reports to the Local Manager, who is operationally responsible for the community corrections office(s).

ACCOUNTABILITIES

Required:

Bail Supervision, Risk Assessment and Case Management

- 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;
- Ensures the conditions of these orders are understood by the clients and that appropriate violations of the conditions are reported to the Court, Crown Counsel, adult custody centre, or other appropriate agency as per Branch policy;
- Monitors behaviour and progress, and documents information in client records according to Branch policy;
- Provides specialized bail supervision to specific client groups according to Branch policy, such as sex offenders, domestic violence offenders, and clients with mental health needs;
- Assists clients who are on bail by assessing issues and needs; develops a case plan based on court orders, provides information regarding community resources, makes referrals to community agencies and programs, including but not limited to drug and alcohol counselling and treatment, forensics, mental health and aboriginal justice contractors;
- Applies individual case management plans to low risk clients, pursuant to Branch policy and the risk needs responsivity principle with the ultimate goal of reducing criminal behaviour;
- Contacts collaterals, identifies sources of information that support the development and implementation of case management plans;
- Assists probation officers in the completion of Community Risk Needs Assessments and completes reassessments as required;

- Uses technology in case management including E-reporting when possible and electronic supervision as required;
- Provide secondary case management to other jurisdictions for clients on bail;
- Has an awareness of appropriate community resources in order to respond to clients in crisis situations or to address case management needs such as counselling or mental health support;
- Has an awareness of local Indigenous Nations and community resources to respond appropriately to the cultural needs of clients.

Alternative Measures and Community Work Service

- Processes alternative measures referrals, including the development of an alternative measures plan;
- Liaises with justice partners and community agencies to ensure compliance and completion of the plan (i.e.: restitution, community work service hours, seminar completion, etc.);
- Develops an understanding of the cultural needs of clients and the appropriate community resources to assist them in completing an alternative measures plan;
- Facilitates community work service (CWS) placements and referrals as required.

Interviews

- Conducts in-person interviews, home visits and telephone interviews in order to develop case management plans or provide specific modes of supervision.

Reports

- Presents verbal information or written reports to the court in a concise articulate manner;
- Conducts breach investigations and submits reports of violations to authorities;
- Assists probation officers in the preparation of pre-sentence or other reports.

Conditional Sentence Order Supervision and Administration

- Monitors and updates conditional sentence order (CSO) calculations as required.

Supports and Facilitates CORE Programs

- Refers clients to core programs and facilitates Substance Abuse Management and Living Without Violence Programs.

Other Related Duties

- Attends integrated case conference meetings;
- Provides notification and information to victims, the public, or other agencies, as appropriate, within the confines of legislation and Branch policy;
- Liaises with the local manager, senior probation officer and local RCMP/police detachment regarding residence approval, curfew checks, notifications etc.;
- Fulfills the role of “officer of the court” which may include laying and/or swearing information;
- Provides information to criminal justice partners regarding enforcement, sentencing options, community resources and/or client status;
- Responds to public inquiries and handles routine requests for information and assistance;

- Participates in internal/external justice or social services committees or meetings and attends related meetings and/or training as required;
- Participates in the promotion and development of community resources that fall within the mandate of the Corrections Branch;
- Provides input into Branch policies, programs and procedures;
- Prepares or assists in the creation of incident forms or file summaries at the request of the Local Manager/Senior Probation Officer;
- Drives a government vehicle to various locations as required to perform the duties of a Probation Officer 15;
- Takes on specific roles in the office as required i.e. vehicle fleet manager, equipment management, first aid duties, occupational health representative;
- Assist the Local Manager and/or Senior Probation Officer in mentoring/orienting/tutoring new employees, practicum students and volunteers.

JOB REQUIREMENTS

- Completion of a two-year diploma or 60 credits of post-secondary education towards a diploma or degree from a Canadian designated educational institution.
- Successful completion of the Adult Probation Officer pre-requisite course (CORR1000). Exemptions may apply.
- Valid Class 5 B.C. driver's license or Canadian equivalent with no restrictions. A valid Class 7 may be considered.
- If post-secondary education was obtained outside of Canada, you need to confirm it has been assessed for equivalency through the [International Credential Evaluation Services](#). You must provide a Comprehensive Report by the closing date of this posting to be considered.
- If post-secondary education was instructed in a language other than English, applicants are required to provide proof of English language proficiency.
 - Canadian Academic English Language (CAEL) – 70;
 - Canadian English Language Proficiency Program (CELPIP General) - 7;
 - International English Language Testing System (IELTS Academic) - 6.5;
 - Test of English as a Foreign Language (TOEFL) - overall score of 90; or
 - Language Proficiency Index (LPI) – 5.
- Post-secondary education utilizing Prior Learning Assessments will need to be recognized by the B.C. Ministry of Advanced Education and awarded by a recognized Canadian Institution. Certificate, diploma, undergraduate or master's degrees awarded solely on Prior Learning Assessments without a minimum 50% post-secondary education do not qualify as meeting BC Corrections educational requirements.

Pre-Requisite Course Exemptions: The following candidates are exempt from the CORR1000: The Adult Probation Officer prerequisite course:

- Candidates who have previously worked as a probation officer, probation officer 15 or administrative support in a community corrections office in BC for a period of at least three months,
- Candidates who have worked as an adult probation officer in another Canadian jurisdiction, or as a youth probation officer in BC, within the previous two years, for a period of at least three months; or
- Candidates who have completed a practicum term of at least 140 hours in a BC community corrections office, as part of a post-secondary diploma or degree program.
- Other exemption reasons may be considered.
- Candidates who completed CORR1000 (or a previous version of this course; APO155) more than 3 years prior to the closing date, may be required to satisfy the hiring manager if they remain familiar with the role and responsibilities of a probation officer in BC.

Preference may be given to applicants with the following: (Hiring manager may select)

- A minimum of XX months experience as a probation officer/probation officer 15 in a Community Corrections office.
- A minimum of XX months experience working with people with complex social, health, or legal needs.

PROVISIO / WILLINGNESS STATEMENT

- Willing to work with adult clients who may have multiple legal, health, social, and/or mental health challenges and/or clients who have committed or alleged to have committed criminal acts including intimate partner violence or sexually motivated offences.
- Successful applicants will be required to submit to a driver's abstract review for the last five-year period.
- Successful applicants will be required to participate in and successfully complete the position's training requirements.
- Part-time employees may require adjustments to hours of work while on basic training.
- Overnight travel to remote locations and working outside typical work hours may be required.

SECURITY SCREENING

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry **(Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).**

SKILLS AND ABILITIES

- Computer and keyboard skills (minimum 30 wpm).
- Strong writing skills and the ability to communicate in a professional manner orally and in writing.

BEHAVIOURAL COMPETENCIES

- **Decisive Insight** combines the ability to draw on one's own experience, knowledge and training and effectively problem solve increasingly difficult and complex situations. It involves breaking down problems, tracing implications and recognizing patterns and connections that are not obviously related.
- **Flexibility** is the ability and willingness to adapt to and work effectively within a variety of diverse situations and with diverse individuals or groups. Flexibility entails understanding and appreciating different and opposing perspectives on an issue, adapting one's approach as situations change and accepting changes within one's own job or organization.
- **Integrity** refers to actions that are consistent with what one says are important. People with integrity 'walk the talk' by communicating intentions, ideas and feelings openly and directly and welcoming openness and honesty even in difficult negotiations.
- **Continuous Development** involves proactively taking actions to improve personal capability. It also involves being willing to assess one's own level of development or expertise relative to one's current job, or as part of focused career planning.
- **Listening, Understanding and Responding** is the desire and ability to understand and respond effectively to other people from diverse backgrounds. It includes the ability to understand accurately and respond effectively to both spoken and unspoken or partly expressed thoughts, feelings and concerns of others.
- **Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, coworkers, other branches/divisions, other ministries/agencies, other government organizations and non-government organizations. It means focusing one's efforts on discovering and meeting the needs of the customer/client.
- **Teamwork and Co-operation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.

INDIGENOUS RELATIONS BEHAVIOURAL COMPETENCY

- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.