

TITLE: PROBATION OFFICER

CLASSIFICATION: SOCIAL PROGRAM OFFICER 24 (GROWTH)

MINISTRY: MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

WORK UNIT: CORRECTIONS BRANCH

SUPERVISOR TITLE: VARIOUS

SUPERVISOR POSITION #: VARIOUS

JOB OVERVIEW

Under the direction of the Local Manager of Community Corrections, a probation officer assesses risks and needs, case manages and supervises adult clients subject to community supervision; assists the Court and other decisions makers in determining appropriate dispositions; responds to client risk and needs through case management and the application of the risk, need, responsivity principles; encourages changes in thinking and behaviour through a variety of individual and group interventions; and acts as a community resource.

The probation officer functions relatively independently and is an 'officer of the court.' The probation officer may be one of several probation officers working as a team in an office or working as part of a team from a remote location. The probation officer reports to the Local Manager who reports to the Regional Director, who is operationally responsible for several community corrections offices.

ACCOUNTABILITIES

Required:

Risk Assessment and Case Management according to the risk, need, responsivity principle

- 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 any 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.
- 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.
- Assesses sentenced client risks and needs through the application of appropriate Risk/Needs Assessment tools.
- Develops and applies individual case management plans to all sentenced clients, pursuant to policy, and the risk needs responsivity principle with the ultimate goal of reducing criminal behavior.
- Contacts collaterals, identifies sources of information that support the development and implementation of case management plans.

Revised Date: June 17, 2024

- Assists clients in meeting and complying with the legal obligations of their community supervision orders.
- Applies, teaches and role models a variety of interventions including: strategic supervision, enforcement, program delivery, structured and focused interviewing, positive rapport building, rewarding pro-social behaviours, cognitive behavioural interventions, trauma-informed practice, use of Core Concepts, use of Essential Skills to Success, and liaison with and referral to other agencies, which target identified criminogenic needs.
- Provides specialized supervision and case management to specific client groups according to Branch policy, such as sex offenders, intimate partner violence offenders, and clients with mental health needs.
- Assigns and oversees tasks completed by secondary case managers and Aboriginal Justice Workers.
- Provides secondary case management for other jurisdictions to monitor and report the behaviour and status of clients.
- Has an awareness of local Indigenous Nations and community resources in order to respond appropriately to the cultural needs of clients.
- 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.
- Works with community agencies and other justice agencies in the management of clients under supervision and seeks case consultation as required.
- Uses technology in case management including E-reporting when possible and electronic supervision 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.
- Conducts in-person, structured and focused interviews, in order to support the client's compliance with the conditions of supervision and address criminogenic needs.
- Interviews clients, victims, or collateral contacts (in the office, in institutions/facilities, their home or in the community) for the purpose of gathering social, personal, health, court and correctional history information necessary for preparing risk/needs assessments, Pre-Sentence Reports and other case management purposes.

Reports

- Conducts breach investigations and submits reports of violations to authorities.
- Prepares Pre-Sentence or other reports at the request of the Court including a thorough examination of client records, interviews with victims and collaterals and investigative interviews with the client.
- Assists the Court in determining sentencing options by proposing interventions available in the community and custody settings with particular attention to the circumstances to indigenous offenders.
- Presents to the Court in a concise, articulate, professional manner written, or verbal information obtained through investigations.

- Maintains and applies an accurate knowledge base of legislation, programs, policies, services and community resources.
- Prepares other reports as may be requested by Crown Counsel or adult custody centres, with respect to client progress, risk and needs, or conditional release.

Organizes and Facilitates CORE Programs

- Coordinates and facilitates CORE programs to groups of clients.
- Monitors client progress and ensures accurate data entry of CORE Program participation and outcomes.

Conditional Sentence Order Supervision and Administration

- Monitors and updates conditional sentence orders as required, ensuring accurate calculation of conditional sentence orders.

Alternative Measures and Community Work Service

- Processes alternative measures referrals for alleged sexual and intimate partner violence offences, including the completion of a risk assessment and development of an alternative measures plan.
- Liaises with justice partners and community agencies to ensure compliance and completion of the plan.

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.
- Fulfils the role of “officer of the court” which may include laying and/or swearing information, making 810.1/810.2 Recognizance applications, providing verbal reports or updates to the court and testifying in court proceedings.
- 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 critical incident reports or file summaries at the request of the Local Manager/Senior Probation Officer.
- Drives government vehicles to various locations required to perform the duties of a Probation Officer.
- Takes on specific roles in the office such as vehicle fleet manager, equipment management, first aid duties, occupational health representative.

Revised Date: June 17, 2024

- Assists the Local Manager and/or Senior Probation Officer in mentoring/orienting/tutoring new employees, practicum students and/or volunteers.
- Participates in clinical support meetings and professional development activities including research projects.
- Liaises with contractors or programs.
- Speaks to community members about the role of the Corrections Branch and Community Corrections, to further public education and promote diversity in recruitment.

JOB REQUIREMENTS

- A bachelor's degree from a Canadian designated educational institution; OR
- Completion of a two-year diploma and 3 years of full-time related experience (or equivalent) working with people with complex social, health, or legal needs; OR
- Sixty (60) credits of post-secondary education towards a diploma and 3 years of full-time related experience (or equivalent) working with people with complex social, health, or legal needs.
- Successful completion of the Adult Probation Officer pre-requisite course (CORR1000). Exemptions can be found in the Job Profile.
- A valid Class 5 B.C. driver's license without restrictions or an equivalent Canadian driver's license is required. A valid BC 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 14 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 14 in a Community Corrections office.
- A minimum of XX months experience working with people with complex social, health, or legal needs.

Growth Series Placement Levels:

| <i>Level of Experience</i> | <i>Classification Level Placement</i> |
|--|--|
| <i>No job-specific experience</i> | <i>Growth Series Level One</i> |
| <i>6-12 months job specific experience</i> | <i>Growth Series Level Two</i> |
| <i>1 year job-specific experience</i> | <i>SPO24 Full Working Level Step One</i> |

Proviso / 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).

KNOWLEDGE, SKILLS AND ABILITIES

- Computer and keyboard skills (minimum 30 wpm).
- Strong report writing skills and the ability to communicate in a professional manner orally and in writing.
- Ability to work through emotionally charged situations with confidence and compassion.

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.