

1. IDENTIFICATION

Position No. 05-3179	Job Title Case Worker	Supervisor's Position Classification Officer (05-03198)	
Department Justice	Division/Region Corrections/Baffin	Community Iqaluit	Location BCC
Fin. Code: 05831/01/2/235/0563000/01			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>The Caseworker is one of four similar positions that ensure that the needs of the offender population are met with regards to risk assessment, placement, programming and reintegration back to their community. The inmate population is varied and consists of adult male and female offenders which in turn are made up of subgroups with various special needs. Caseworkers are an integral part of a larger team consisting of the Classification Officer, Adult Instructor, Psychologist and Assistant Manager of Programs to effectively manage the offender population in such way as to contribute to the overall safety and security of the facility, staff and the larger community by placing emphasis on addressing dynamic risk factors to assist in the rehabilitation of offenders.</p>

3. SCOPE

<p>Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets. What is the magnitude of that impact?</p> <p>This position is based out of the Baffin Correctional Centre in Iqaluit and is part of the Case Management Team at BCC. This position reports directly to the Classification Officer and works directly with the adult male and female populations at the Correctional Centre. Caseworkers will assist offenders by completing various assessments, facilitating programs, release planning, individual counseling and Temporary Absence eligibility. They will also work with offenders to help problem solve issues that arise from their incarceration such as financial requests, child welfare issues and employment. Caseworkers will also be expected to assist in release planning and community consultation for all Temporary Releases. The incumbent will also be called upon to provide recommendations on placements, Temporary Absence requests and work placements.</p>
--

4. RESPONSIBILITIES

<p>Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p>
--

1. Complete assessments on all sentenced and remanded offenders as set out by facility standing orders to contribute to the safety and security of the staff and inmates. These assessments may include but is not limited to:

- ORAMS
- PAI-CS
- LSI-R
- WRAT4
- TONI-3
- SASSI-3
- Static-2002 coding
- All information gathered from these assessments will be used to formulate a structured release plan complete with recommendations for institutional placement, suitability for transfer, outpost camp placement and eligibility for various types of Temporary Absences.

2. Follow and maintain institutional security procedures.

- Observe and assess inmate behaviour, and intervene when appropriate.
- Apply informal disciplinary action and assist in formal disciplinary action.
- Collect data and write safety and security reports with regards to changes in an inmate's behaviour with special attention paid to changes in the offender's suicide risk.
- Provide information and make recommendations on placement changes for offenders in response to reassessed security requirements.
- Be a member of the disciplinary review board.
- Act as an escort on program related activities outside of the facility.

3. Responsible for the facilitation of facility programming for inmates in order to provide suitable opportunities for rehabilitation and reintegration within society.

- Lead and participate in a wide variety of programs and activities that provide opportunities for inmates to change negative aspects of their behaviour. (i.e. discussions on sexuality, drug and alcohol counselling)
- Facilitate education programs to provide inmates with the tools to address their criminogenic factors in a more appropriate way. These programs may include but are not limited to: Parenting, Life Skills and Substance Abuse etc.
- In consultation with the Tuqaarvik, ensure that all programming is culturally sensitive and meaningful examples relating to Inuit cultural beliefs and values anchor all programming.
- Remain current with new research around adult education, correctional programming and Motivational techniques.

4. Assist with case management, within established guidelines, in order to prepare Inmate's for eventual reintegration within society.

- Direct supervision of inmates that are a part of their caseload.
- Provide input on individual case plans, and monitor the progress of inmates in all facets of programming taking place at the institution.
- Write progress reports on inmate's involvement in centre programming and update case plans as required.
- Provide both guidance and individual counselling to inmates housed in all areas of the institution.

- Assist inmates in developing a viable release plan. This will include issues such as reporting for community order, obtaining housing and employment.
 - Meets with inmates on their caseload on an ongoing basis.
5. Liaison with other divisions, GN departments, provincial and federal counterparts and community and NGO's on issues of transfers, community supervision and case management and release planning.
- Be aware of the various community resources available in Nunavut to assist inmates and their families upon release.
 - Provide accurate information to other jurisdictions when arranging transfers of offenders to other provinces and/or territories.
 - Develop community contacts to assist in making decisions on releases, outpost camp placements, funeral requests and programming suitability.
6. Provides programming and routines to inmates who are identified as having special needs. This involves modeling appropriate behaviour at all times, assisting inmates with basic life skills and regular daily activities. Caseworkers will reinforce positive behaviour within a regimented daily schedule. The target population will be those inmates suffering from chronic mental disorders, those with low cognitive functions and dealing with situation stress related issues.

5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance.
Knowledge identifies the acquired information or concepts that relate to a specific discipline. *Skills* describe acquired measurable behaviours and may cover manual aspects required to do a job. *Abilities* describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

- Grade 12 and six months Corrections experience, or 12 months related experience
- Good understanding of adult corrections policies and procedures.
- Practical knowledge of various corrections techniques in dealing with men and women offenders.
- Knowledge of Inuit Qaujimajatuqangit and Inuit cultural sensitivity.
- Knowledge of case management and/or counselling experience
- A capacity to communicate in Inuktitut, Inuinnaqtun and/or French would be an asset as the incumbent will work directly with inmates.
- Sound problem solving skills.
- Program development and facilitation experience.
- Strong interpersonal skills.

Skills to be obtained during a six month probationary period:

- Knowledge of WHMIS (Workplace Hazardous Materials Information System)
- Good computer skills
- Non-Violent Crisis Intervention
- Suicide Intervention
- First Aid + CPR certification.
- Class 4 driver's license.
- ORAMS (Offender Risk Assessment Management System) and other risk assessment tools.

6 WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical fatigue or physical stress.

- Potential threat for physical confrontation is ever present.
- Long periods of time spent walking or standing during the course of each day.
- Routine area searches require mild physical exertion such as crawling, climbing, etc.

Environmental Conditions

Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.

- Potential for exposure to various forms of communicable disease at all times.
- Periodic exposure to weather conditions such as blizzard, rain, sun, etc.

Sensory Demands

Indicate the nature of demands on the jobholder's senses. These demands can be in the form of making judgements to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details though one or more of the incumbents' senses.

- Required to stay alert (looking, hearing, listening, smelling, etc.) at all times.
- Ability to make accurate judgment calls based on sensory perceptions.

Mental Demands

Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.

- Dealing with irate individuals in sensitive situations under stressful conditions.
- Long and short term effects of continuous physical and verbal confrontation.
- Coping with the effects of working in a secure facility environment.
- May be required to work according to a revolving shift schedule.

7. CERTIFICATION

_____ Employee Signature	_____ Classification Officer (05-03198) Supervisor Title
_____ Printed Name	_____ Supervisor Signature
_____ Date:	_____ Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.