

1. IDENTIFICATION

Position No. 05-04624	Job Title Senior Correctional Officer	Supervisor's Position Correctional Supervisor (05-04621)	
Department Justice	Division/Region Corrections/Baffin	Community Iqaluit	Location Baffin Correctional Centre
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>Under the direction of the Correctional Supervisor, the Senior Correctional Officer is responsible for the supervision of inmates within established guidelines in order to provide safe and secure custody, while at the same time encouraging rehabilitation and reintegration.</p> <p>The incumbent of this position will be expected to act in the position of Correctional Supervisor while the Correctional Supervisor is on leave.</p> <p>For the purposes of this job description the definition of <i>in the absence of the Correctional Supervisor</i> is if the Correctional Supervisor is in the building but indisposed (ie. Dealing with a matter in a unit, in a meeting etc.)</p> <p>The incumbent will be responsible for the direct supervision of 6-10 correctional floor staff at the direction of or in the absence of the Correctional Supervisor.</p>
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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> <ul style="list-style-type: none"> - The position is based out of the Baffin Correctional Centre in Iqaluit and makes up one of up to 10 officers on shift at any given time. - Assists the Correctional Supervisor in ensuring the good order, safety and security of the Correctional Facility. - Assumes responsibility for the facility and overall security of the facility in the absence of the Correctional Supervisor. - Involves the direct supervision of 1 up to 100 inmates on a shift (depending on shift). - May directly supervise up to 10 Correctional Officers on a shift when required.

4. RESPONSIBILITIES

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.

- 1) Provides for the health, safety, security and custody of inmates within established guidelines to ensure the safety of society, inmates and staff. In addition to the duties as a Senior Correctional Officer, *the incumbent will perform all the duties in the Correctional Officer job description.*
- 2) Assist the Correctional Supervisor in the day to day supervision of the facility and assumes the supervisor's overall responsibilities in his/her absence.
 - Follow and maintain institutional security procedures
 - Conduct formal and informal inmate counts in accordance with policy.
 - Observe and assess inmates behaviour, and intervene when appropriate and/or necessary.
 - Perform initial ORAMS assessments (Offender Risk Assessment Management System) and assist in processing new admissions of the facility that arrive outside of normal administrative working hours.
 - Direct supervision of Correctional Officers in the absence of the Correctional Supervisor.
 - Other staff issues as required in the absence of the Correctional Supervisor that are normally handled by him/her.
 - Responsible for the coordination of all inmate disciplinary hearings in the absence of the Correctional Supervisor
 - Review and recommend changes to policy/procedures
 - Responsible for bringing forward health and safety issues and concerns to the Health and Safety committee.
 - Monitor, record and report inmate movement within the facility.
 - Maintain a key register for all dorms, cells, offices (where applicable: doors and cabinets).
 - Monitor data in safety and security reports delivered by correctional floor staff for accuracy and content. Interprets the data and takes appropriate action when necessary.
- 3) Assist with case management within established guidelines in order to prepare inmates for reintegration within society.
 - Participate as a member of the case management team by attending and participating in weekly Classification meetings in the absence or as directed by the Correctional Supervisor.
 - Identify program needs and make recommendations to the Correctional Supervisor and/or Management
 - Provide advice, guidance, assistance and support to inmates housed in all areas of the facility.
- 4) Assist the Correctional Supervisor in HR management within established guidelines to ensure an effective, efficient and motivated staff team as well as a safe and secure environment.

- Assist the Corrections Supervisor with assigning staff and relief coverage to their posts and is responsible for this function in his/her absence.
- Responsible for the initial training and orientation (observation shifts) of new Correctional Officers including casuals
- Participates in the progressive discipline process and recommends disciplinary action when appropriate.

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.

The requirements for this position are normally acquired through a combination of training and experience. However, theoretical and applicable knowledge derived from accreditation from a formal institution with a focus in Sciences or Social Sciences, which may include: Criminal Justice, Law, Psychology, Criminology, Correctional/Police Foundations, or a related field, would be considered an asset.

- Strong understanding of corrections policies and procedures including standing orders and contingencies.
- The successful candidate will have grade 12 or a GED equivalent,
- At least two years experience working in the Corrections field
- successful completion of a Medical, Psychological and Physical test will be required.
- Excellent communication skills as this position will be responsible for the orientation and training for new Correctional Officer staffs including casuals.
- Demonstrated good supervisory and strong interpersonal skills.
- Must have the training and ability to defuse verbal confrontation to prevent the situation from escalating.
- Practical knowledge of various corrections techniques.
- Good verbal and written communication skills.
- Good problem solving and resolution skills.
- Sound problem solving skills
- Organizational skills.
- Cultural sensitivity & awareness.
- A capacity to communicate in Inuktitut and/or Inuinnaqtun and English would be an asset as the incumbent will work directly with inmates.
- Good computer skills

Skills to be obtained during a six month probationary period:

Knowledge of WHMIS (Workplace Hazardous Materials Information System)

- Interview panel member training
- Non-Violent Crisis Intervention
- Suicide Intervention
- Good understanding of the Nunavut Hiring Policy
- Good working knowledge of the collective agreement.

- Knowledge of ORAMS (Offender Risk Assessment Management System).
- First Aid and CPR certification
- Class 4 drivers license

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 serious physical confrontation is ever present.
- Daily physical requirements in dealing with offenders fighting
- 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.
- Required to work according to a revolving shift schedule.

7. CERTIFICATION

_____ Employee Signature	Correction Supervisor (05-04621) _____ 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”.