

1. IDENTIFICATION

Position No.	Job Title Correctional Officer	Supervisor's Position	
Department Justice	Division/Region Corrections/Baffin	Community Iqaluit	Location Baffin Correctional Centre
Fin. Code:			

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is. Supervision of inmates within established guidelines in order to provide safe and secure custody, while at the same time encouraging rehabilitation and reintegration.

3. SCOPE

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.
<ul style="list-style-type: none"> - responsibilities extend to the Community Residential Centre in Iqaluit, as well as the housing trailer units located on correctional centre property. - Involves the direct supervision of 1 to 42 inmates on a shift (depending on shift)

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 <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
<ol style="list-style-type: none"> 1. Provides safe and secure custody of inmates within established guidelines to ensure the safety of society, inmates and staff. <ul style="list-style-type: none"> - 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. - Escort and transport inmates on medical appointments, community outings, etc. - Direct supervision of visits from the public to the facility.

- Monitor, record and report inmate movement within and outside the facility.
 - Collect data and write safety and security reports.
 - Administer contraband control (searches and frisks).
2. Assists with developed facility programming for inmates in order to provide suitable opportunities for rehabilitation and reintegration within society.
- Lead and participate in a wide variety of activities that provide opportunities for inmates to change negative aspects of their behaviour. (i.e. discussions on sexuality, drug and alcohol counselling, sporting activities, etc.)
3. Assist with case management, within established guidelines, in order to prepare inmates for eventual reintegration within society.
- Perform initial ORAMS assessment (Offender Risk Assessment Management System)
 - 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.
 - Provide both guidance and support to inmates housed in all areas of the institution, including the Community Residential Centre and the housing trailer units.

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.

- Good understanding of corrections policies and procedures.
- Practical knowledge of various corrections techniques.
- Good verbal and written communication skills.
- Sound problem solving skills.
- Strong interpersonal skills.
- Cultural sensitivity & awareness.
- A capacity to communicate in Inuktitut and/or Inuinnaqtun, and English is required in allowing the incumbent to explain issues to, and work with, the inmates.

Skills to be obtained during a six month probationary period:

- Knowledge of ORAMS (Offender Risk Assessment Management System).
- 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.

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.
- Required to work according to a revolving shift schedule.

7. CERTIFICATION

_____ Employee Signature	Correction Supervisor (05-1740) _____ 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”.