



Where ideas work

**Ministry of Public Safety and Solicitor General - Corrections Branch  
Community Corrections Division**

***"Leading Change Every Day"***

**ADULT PROBATION OFFICER – APPLICANT INFORMATION PACKAGE**

As a part of [BC Corrections](#), the Community Corrections Division is responsible for the supervision and support of approximately 18, 000 people subject to court imposed community supervision orders. We are an organization of change leaders, where all staff support our clients to make pro-social choices and achieve better outcomes for themselves and those around them. Our staff believe everyone has the capacity to make positive changes in their lives. Community Corrections staff report a high degree of job satisfaction and value community safety, teamwork and working in collaboration with their peers, supervisors and community and justice partners.

Probation officer positions are in all community corrections locations. For more information about opportunities in a specific location, please contact the local manager. Please see the job description below for a comprehensive list of accountabilities, requirements, and competencies for the probation officer position.

**Educational Requirements and Equivalencies**

A Bachelor's degree (4 years; 120 credits), with a minimum of 35% of the credits at 300 & 400 level courses.

- If post secondary education was obtained outside of Canada, the applicant must contact the [International Credential Evaluation Services](#) (ICES) for a Comprehensive Report which will evaluate the credentials, confirm language of instruction, and determine comparable levels in BC or Canadian terms. Documentation must be provided to the closing location by the closing date.
- When post secondary education was instructed in a language other than English, applicants are required to provide proof of English language proficiency by means of:
  - 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 and Exemptions**

CORR1000: The Adult Probation Officer. This course is provided online at the [Justice Institute of BC](#).

- The following candidates are exempt from the 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.
- Candidates who completed Corr1000 (or a previous version of this course) more than 3 years prior to the closing date, may be required to satisfy the hiring manager they remain familiar with the role and responsibilities of a probation officer in BC.

## **Application and Hiring Process**

To be considered for a position, candidates must provide verification of all position requirements to the closing location by the closing date. Candidates who are currently employed as an adult probation officer in BC (auxiliary or regular) are exempt from this requirement.

Candidates will be assessed according to job accountabilities and competencies outlined in the job profile. The assessment processes will include, at minimum, a behavioral competency interview and past work performance check. Interviews may be conducted virtually. For more information about behavioral interviews and competency definitions, please visit: [Competencies in the BC Public Service](#).

## **Police, Criminal and Driving Records Checks**

Candidates who are successful in the hiring process will be offered a position after successful completion of the required police, criminal record and driving checks. The checks include a police information check and fingerprints by the RCMP or police, a [Criminal Records Review Act](#) check and JUSTIN and CORNET provincial database checks. In addition, successful applicants will be required to submit to a driver's abstract review for the last five-year period.

## **Training Requirements**

New probation officers will be required to participate in and successfully complete the training requirements of the position. Failure to pass any component of the probation officer basic training program may impact an employee's ability to successfully demonstrate their ability to perform the duties of the position.

Part-time employees may require adjustments to hours of work while on basic training.

## **Working Conditions**

Probation Officers work with adult clients who may have multiple legal, health, social and/or mental health challenges. The work may involve exposure to hostile, abusive, and/or potentially violent clients, and exposure to traumatic material/images. Probation officers act as 'an officer of the court' and provide information to the court both verbally and in writing, including writing court reports and testifying in court proceedings as required. Probation Officers travel to supervise clients and meet with justice partners, groups and agencies in communities throughout BC. Day and overnight travel is a requirement of the position. Probation Officers may be required to drive in government vehicles on winter roads. Work schedules and hours of work may vary by location.

## **Salary**

Salary assignment will be based on level of experience.

- No recent job-specific experience = Level 1 (growth) starts at \$65,844.70 annually
- 6-12 months recent job-specific experience = Level 2 (growth) starts at \$67,728.27 annually
- 12-18 months recent job-specific experience = Level 3 (growth) starts at \$69,681.13 annually

- 18-24 months recent job-specific experience = Level 4 (growth) starts at \$71, 734.62 annually
- 2 years recent job-specific experience = SPO 24 Full working level: \$73, 855.42 - \$84,134.34 annually

\*\*Recent experience refers to experience obtained in the preceding five years: experience must be gained after completing the education required (not before or during)

Please see the [Salary Look Up Tool](#) Social Program Officer Growth and Social Program Officer for more information.

**TITLE:** PROBATION OFFICER  
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**CLASSIFICATION:** SOCIAL PROGRAM OFFICER

**MINISTRY:** MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

**WORK UNIT:** CORRECTIONS BRANCH

## **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 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;

- 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;
- 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**

- Bachelor's Degree (4 years; 120 credits) from a recognized Canadian Institution.
  - Successful completion of the Adult Probation Officer pre-requisite course (CORR1000)
  - Valid Class 5 B.C. driver's license. A valid Class 7 may be considered.
  - 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.
- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRRA) check, and/or enhanced security screening checks as required by the ministry. In addition, successful applicants will be required to submit to a driver's abstract review for the last five-year period. **(Note: It is important that you read the job posting carefully to understand the specific screening requirements pertaining to the position).**

## **BEHAVIOURAL COMPETENCIES**

- Decisive Insight
- Flexibility
- Integrity
- Continuous Development
- Listening, Understanding and Responding
- Service Orientation
- Teamwork and Co-operation
- Cultural Agility (Indigenous Relations Behavioural Competency)