



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

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***"Protect Communities, Reduce Reoffending"***

**ADULT PROBATION OFFICER – APPLICANT INFORMATION PACKAGE**

Thank you for your interest in becoming an Adult Probation Officer. In order to be considered for a position, candidates must meet the criteria below and provide all corresponding information to the closing location by the closing date:

- A photocopy of degree and transcripts (degree requirements below)
- Proof of successful completion of prerequisites (details below).
- Results of [Language Proficiency Index \(LPI\)](#) – Level 5 or equivalent (details below)

**Note:** Candidates who are currently employed as an Adult Probation Officer (auxiliary or regular) with the BC Corrections Branch are deemed to meet the education, experience, pre-requisite course, typing skills and language proficiency index qualifications and are not required to provide proof with their application.

**Degree Requirements**

- A Bachelor's degree in a related social science (related social sciences include social work, sociology, psychology, criminology or education); or
- A Bachelor's degree with at least 30 credits in the related fields of study listed above; or
- Professional Development Programs / Teachers Certificates are accepted as meeting the educational qualifications.

**Note:** A Bachelor's degree from a recognized Canadian Institution must have a minimum of 35% of the credits at 300 & 400 level courses.

Applicants with transcripts from foreign countries must contact the [International Credential Evaluation Services \(ICES\)](#) which will evaluate the credentials and determine comparable levels in BC or Canadian terms. Documentation must be provided to the closing location by the closing date.

**Pre-Requisite Courses and Equivalencies**

- **Pre-Requisite Courses** - Successful completion of the following course:
  - APO155 The Adult Probation Officer  
This course is offered online at the [Justice Institute of BC](#).
- **Equivalencies** – Adult Probation Officer Employment Readiness Training

**Note:** Candidates who have worked as an Adult Probation Officer in another Canadian jurisdiction or as a Youth Probation Officer in British Columbia within the previous 2 years for a period of at least 2 years are not required to complete the pre-requisite course.

## **The Language Proficiency Index (LPI)**

As one of the major duties of the adult probation officer is the preparation of court reports, it is essential that candidates have the requisite writing skills. To ensure candidates possess the minimum writing skills standards, the Branch employs the use of the Language Proficiency Index (LPI). Every applicant will be required to have completed the Language Proficiency Index prepared and evaluated by the LPI office at the University of British Columbia. The minimum is level 5 or equivalent in-service experience. LPI details are available at [Language Proficiency Index \(LPI\)](#).

**Equivalent LPI:** Candidates that are currently employed or who were previously employed as Regular Adult Probation Officer or Regular Probation Officer 14's with the Branch for a period of least 2 years within the past 6 years are deemed to possess the equivalent in-service experience to meet the Language Proficiency qualifications.

## **Salary**

Salary assignment will be based on level of education, experience, and training requirements.

## **Working Conditions**

Adult Probation Officers are based throughout the province. The work requires some travel to supervise offenders and meet with community groups and agencies. Adult Probation Officers sometimes cover more than one office and may need to travel to different work locations. Hours of work have customarily been 8:30 am to 4:30 pm, but offices are increasingly adjusting their schedules in order to provide more comprehensive services. Candidates will work with high risk offenders (i.e. sex offenders, mentally disabled offenders, dangerous offenders).

## **Travel and Transportation**

Travel is a requirement of the position. Successful candidates are required to possess a valid driver's license.

## **Police and Criminal Records Checks**

This position has been designated as a position of trust and therefore, requires a criminal records check and fingerprints by the RCMP or police, a [Criminal Records Review Act](#) check and JUSTIN and CORNET provincial database checks. New criminal records checks will be conducted periodically and at least every five years.

## **Website Links:**

[Ministry of Public Safety and Solicitor General](#)

[Justice Insitute of British Columbia](#)

[Language Proficiency Index \(LPI\)](#)

[International Credential Evaluation Services](#)



## POSITION DESCRIPTION

### MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL COMMUNITY CORRECTIONS DIVISION

<b>JOB TITLE:</b> Adult Probation Officer <b>NOC CODE:</b> 4155-05	<b>CURRENT CLASSIFICATION/GRID:</b> Social Program Officer N24	<b>CHIPS #</b> Various
<b>JOB TITLE OF IMMEDIATE SUPERVISOR</b> Local Manager	<b>SUPERVISOR'S CLASS/GRID</b> Social Program Officer R28/R30	<b>CHIPS #</b> Various
<b>BRANCH</b> Corrections	<b>DIVISION</b> Community	<b>LOCATION</b> Various

#### **PURPOSE OF UNIT:**

Community Corrections offices deliver services to clients, to other justice agencies, and to the general community. Adult clients, which include those accused of and sentenced to criminal or other statute offences, report to Probation Officer(s) at these offices for a combination of interviews, assessment, supervision, assistance and programs.

#### **PURPOSE OF JOB:**

To assess, manage and supervise adult clients subject to community supervision; to assist the Court in determining appropriate dispositions; to respond to client needs through the application of risk assessment and case management, including core programming; and to act as a community resource.

The position functions relatively independently as an 'officer of the court' but under the supervision of the Local Manager. It may be one of several adult probation officers working as a team in one location. The Local Manager, in turn, reports to the Regional Manager, who is operationally responsible for several community corrections' offices.

***Percentage of duties will vary depending upon operational requirements in various geographical locations***

#### **JOB DUTIES AND TASKS:**

##### **60% 1. Assesses, manages and supervises cases according to risk and need by:**

- a) assessing client risks and needs through the application of Risk/Needs Assessment tools;
- b) supervising, according to Judicial or quasi-judicial orders, adults who have been placed on probation, parole, conditional sentence, temporary absence, bail, recognizances/peace bond orders;
- c) ensuring the conditions of these Orders are understood and adhered to by the clients and that any violations of the conditions are reported to the Court, Crown Counsel, Parole Board, adult custody centre, or other appropriate agency, as per Branch policy;
- d) assisting clients in meeting and complying with the legal obligations of their community supervision orders, and responding to their criminogenic needs through a variety of interventions including: enforcement, program delivery, interviewing, counseling, and liaison with and referral to other agencies;
- e) providing an individualized case management approach that is guided by and assessment of risk and needs, complies with policy on supervision methods & frequency, and continues to re-evaluate risk and needs with the ultimate goal of reducing criminal behaviour;
- f) providing primary case management of all clients assigned to them, and, where available, assign and oversee tasks completed by secondary case managers;
- g) providing specialized supervision and case management of specific client groups according to Branch policy, such as sex offenders, domestic violence offenders, and mentally disordered offenders;
- h) developing an understanding of the cultural needs of clients and the appropriate community resources to assist them;

- i) accessing, as appropriate, technological modes of supervision, including attaching equipment to offenders with an electronic monitoring condition and ensuring that the technology is operating correctly;
- j) organizing and/or facilitating Core Programs (e.g. Violence Prevention, Substance Abuse Management, Respectful Relationships) to groups of clients;
- k) providing notification and information to victims or the public as appropriate with regard to client status, within the confines of legislation and policy;
- l) maintaining client records, as per Branch policy, within paper files or automated systems, including those used to support the electronic monitoring technology;
- m) laying and/or swearing Informations, including breaches, and theft of electronic monitoring equipment;
- n) conducting in-person interviews, home visits and telephone interviews in order to assure the client's compliance with the conditions of supervision, and verify client information with collateral sources;
- o) maintaining contact and liaison with community and justice agencies with respect to specific cases; and
- p) working with secondary case managers or other professionals in the joint management of clients under supervision; seeking case consultation and advice from peers and the Local Manager; participating with the Local Manager in performance reviews to ensure cases are managed according to policy.

**20% 2. Assists the Court, the Parole Board and other decision makers in determining appropriate dispositions or conditions of community supervision by:**

- a) conducting investigations and preparing reports to assist the Court or other decision makers in sentencing or recommending conditions of community supervision;
- b) gathering and analyzing documentation such as file information, criminal record searches, police circumstances, Risk/Needs Assessments, Victim Impact Statements, Assessments or Reports completed by Psychologists, Psychiatrists, Physicians, Clinical Counselors, etc., to determine their accuracy and relevance to the investigation;
- c) interviewing clients, victims, or collateral contacts (in-person, home visits or via telephone) for the purpose of gathering social, personal, health, court and correctional history, in instances that reports have been requested;
- d) presenting to the Court, Parole Board, or other Decision-Makers, in written form or verbally, information obtained through investigations, in a professional manner using an effective style that is concise, informative and focused and follows Branch policy;
- e) maintaining an accurate knowledge base of programs, policies, and services, within and outside the Branch and a knowledge of local community resources;
- f) ensuring completed reports are delivered to the appropriate decision-maker in sufficient time to be of assistance and consistent with policy;
- g) preparing other reports as may be requested by Crown Counsel, adult custody centre staff, Parole Board members, etc., with respect to client progress, risk and needs, or conditional release; and
- h) fulfilling the role of "officer of the Court" which requires knowledge of the role, mandate, and authority of a Probation Officer, the need for professionalism, impartiality, honesty, integrity, and proper courtroom etiquette.

**10% 3. Acts as a community resource person by:**

- a) participating in justice or social services committees or meetings to share information and problem solve in an effort to enhance community safety and services to clients;
- b) responding to inquiries and handling of routine requests for information & assistance;
- c) being involved in the promotion and development of community resources that fall within the Mandate of the Correction's Branch;
- d) liaison and participation in community programs aimed at the prevention of crime; and
- e) speaking to interested groups in the community about the role of the Corrections Branch and a Community Corrections office specifically, to further public education and invite diverse recruitment.

- 10% 4. May perform other duties as required, such as:**
- a) serving on Region, Division or Branch committees and focus groups as required;
  - b) providing input into Branch policies, programs and procedures;
  - c) driving vehicle to court, home visits, meeting and training;
  - d) purchasing gas or minor repairs on government credit card;
  - e) preparing monthly records of vehicle use;
  - f) preparing briefing notes, critical incident reports or file summaries in the event of a significant incident involving a client on supervision;
  - g) providing input into development of office procedures;
  - h) tutoring and assisting new Probation Officers and students;
  - i) acting as a local representative for occupational health and safety issues;
  - j) inputting data on to electronic record keeping systems for the purposes of facilitating efficient case management;
  - k) attending meetings and training sessions;
  - l) taking on specific roles in the office such as vehicle fleet manager, EM equipment repairs or troubleshooting, shop steward, etc.
  - m) participating in research projects;
  - n) assisting the Local Manager in mentoring/orienting/tutoring new staff; and
  - o) liaison with contracts or programs.

#### **PROVISOS**

- Must submit to and successfully pass a criminal record check and fingerprints by RCMP or police, a [Criminal Records Review Act](#) check and JUSTIN and CORNET provincial database checks. New criminal record checks will be conducted periodically and at least every five years.
- Travel is a requirement of the position. A valid driver's license is required.
- Hours of work vary depending on location.

## STAFFING CRITERIA

### EDUCATION AND/OR OCCUPATIONAL CERTIFICATION

- A Bachelor's degree in a related social science; at a minimum, candidates must possess a Bachelor's degree with at least 30 credits in a related social science. Related social sciences include social work, sociology, psychology, criminology or education.
- Pre-Requisite courses: APO155 The Adult Probation Officer **OR** previously completed Adult Probation Officer Employment Readiness Training.
- Language Proficiency Index – minimum Level 5

#### NOTE:

- Candidates who have worked as an Adult Probation Officer in another Canadian jurisdiction or as a Youth Probation Officer in British Columbia within the previous 2 years for a period of at least 2 years are not required to complete the pre-requisites.
- Candidates previously employed as an Adult Probation Officer with the BC Corrections Branch will be considered to possess the equivalent of the Employment Readiness training and the pre-requisites provided that employment is within the previous 6 years and they have a minimum of at least 2 years continuous adult probation officer experience.
- Candidates that are currently employed or who were previously employed as Regular Adult Probation Officer or Regular Probation Officer 14's with the Branch for a period of least 2 years within the past 6 years are deemed to possess the equivalent in-service experience to meet the Language Proficiency qualifications.

### EXPERIENCE

- Preference may be given to candidates with experience in correctional, educational or social services settings that involve supervision, counseling and conflict resolution.

### KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of legislation, policy, procedures, programs and resources, related to working with adult offenders, criminological theory, the criminal justice system, correctional philosophy, risk assessment, case management, and program intervention.

#### Demonstrated ability to:

- investigate and write a significant number of comprehensive pre-sentence, community assessments, technical suitability, progress and pre-bail reports.
- present verbal pre-sentence or other reports to Court.
- supervise, monitor and enforce Community Supervision Orders.
- assess the risk and needs of adult offenders under supervision.
- initiate program intervention either directly through the delivery of core programs or indirectly through referral/liaison with other programs or agencies.
- perform computer and keyboard skills. (Minimum 30 wpm)
- communicate, analyze, and organize thoughts and information

### COMPETENCIES

**Conceptual Thinking** is the ability to identify patterns or connections between situations that are not obviously related, and to identify key or underlying issues in complex situations. It includes using creative, conceptual or inductive reasoning or thought processes that are not necessarily categorized by linear thinking.

**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. It translates into identifying underlying issues and making the best decisions at the most appropriate time. At higher levels, the parameters upon which to base the decision become increasingly complex and ambiguous and call upon novel ways to think through issues. Example: Suicidal Client.

**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.

**Results Orientation** is a concern for surpassing a standard of excellence. The standard may be one's own past performance (striving for improvement); an objective measure (achievement orientation); challenging goals that one has set; or even improving or surpassing what has already been done (continuous improvement). Thus, a unique accomplishment also indicates a Results Orientation.

**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. People who demonstrate high levels of this competency show a deep and complex understanding of others, including cross-cultural sensitivity.

**Service Orientation** implies a desire to identify and serve customers/clients, who may include the public, co-workers, 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 co-operatively 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.