

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

"Protect Communities, Reduce Reoffending"

PROBATION OFFICER 14 - APPLICANT INFORMATION PACKAGE

Thank you for your interest in becoming an Adult Probation Officer 14. 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 or Probation Officer 14 (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.

Educational Requirements

- Two year diploma or two years of credit towards a related social science degree (related social sciences include social work, sociology, psychology, criminology or education); or
- Education equivalency: 60 credits of post-secondary will be accepted as equivalent to a diploma or certificate provided that a minimum of 36 credits are in the related fields of study listed above.

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 OfficerThis 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.

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 \(LPI\)](#).

Equivalency: Candidates who were previously employed as Regular Adult Probation Officer or Regular Probation Officer 14 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.

Working Conditions

Probation Officer 14's are based throughout the province. The work requires some travel to supervise offenders and meet with community groups and agencies. Probation Officer 14's 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 Institute of British Columbia](#)

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

[International Credential Evaluation Services](#)



POSITION DESCRIPTION

MINISTRY OF PUBLIC SAFETY & SOLICITOR GENERAL COMMUNITY CORRECTIONS DIVISION

JOB TITLE:	CURRENT CLASSIFICATION/GRID	CHIPS #
Probation Officer 14	Probation Interviewer 15	Various
NOC CODE: 4212		
JOB TITLE OF IMMEDIATE SUPERVISOR	SUPERVISOR'S CLASS/GRID	CHIPS #
Local Manager	Social Program Officer R28/R30	Various
BRANCH:	DIVISION:	LOCATION:
Corrections	Community	Various

PURPOSE OF UNIT:

The mandate of the Community Division of the Corrections Branch is to assess and manage the risk posed by adult offenders released to community supervision.

PURPOSE OF JOB:

The Probation Officer 14 assists adults in conflict with the law by providing case management and case supervision of non-sexual and non K-file, sentenced offenders who are under supervision in the community; including clients released on bail; and providing selected modes of supervision to medium and high-risk offenders, who are case managed by an Adult Probation Officer.

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

JOB DUTIES AND TASKS:

- 35% 1. Manages low risk, non K-file and non-sexual offenders under supervision in the community by:**
- a) reviewing with clients the terms of any agreement or court order to which they are subject and the consequences of non-compliance;
 - b) updating individual case management plans for low-risk offenders who have not been identified as a sexual offender or a K-file offender;
 - c) conducting in-person interviews, home visits and telephones interviews in order to provide specific modes of supervision to low-risk, non-K-file and non-sexual offenders under supervision in the community;
 - d) completing necessary referral forms, information gathering and arranging appointments with appropriate resources, such as forensic, community work service, core programs, etc, in accordance with the case management plan and maintaining ongoing contact with the resource to insure client compliance;
 - e) reporting incidents of non-compliance to the appropriate releasing agency or Court;
 - f) updating Community Risk Needs Assessments (CRNAs) on low-risk, non-sexual and non-K-file offenders, as required by Corrections Branch Policy;
 - g) maintaining client records, such as probation running records, parole updates, etc., as required by policy;
 - h) initiating victim contact in accordance with Corrections Branch and Ministry policy;
 - i) presenting to the Court, in written form or orally, progress reports on client performance;
 - j) writing reports, such as early termination requests, breaches and supervision updates, as directed by the Local Manager, to assist Crown Counsel, Corrections Institutional staff, BC Parole Board, etc.;
 - k) swearing Court Information, including breaches of bail, or probation orders.

35 % 2. Manages bail clients under supervision in the community by:

- a) reviewing with clients bound by a bail order the terms of any court order to which they are subject and the consequences of non-compliance;
- b) conducting in person interviews, home visits and telephones interviews in order to assure compliance with the conditions for release;
- c) maintaining necessary client records;
- d) reporting incidents of non-compliance to the appropriate Court;
- e) presenting to the Court, in written form or orally, information required including progress; reports on client performance and advising the Court on the setting of bail conditions.

20% 3. Assists Adult Probation Officers in the management of low risk K-files and sexual offenders, and selected medium and high risk offenders by:

- a) gathering documentation, such as criminal records, offence circumstances, risk/needs assessments and victim impact statements;
- b) providing information and updates on offenders who receive modes of supervision by the Probation Officer 14 that assist the case management Adult Probation Officer in the completion of CRNA assessments, running records, etc.;
- c) conducting in-person interviews, home visits and telephone interviews in order to provide specific modes of supervision;
- d) reporting incidents of non-compliance to the appropriate case management Adult Probation Officer;
- e) completing necessary referral forms, information gathering and arranging appointments with appropriate resources, such as forensic, community work service, core programs, etc., in accordance with the case management plan and maintaining ongoing contact with the resource to insure client compliance;
- f) initiating victim contact in accordance with Corrections Branch and Ministry policy;
- g) facilitating or co-facilitating, on a regular basis, the delivery of Core Programming to adult offenders.

10% 4. Performs other duties, such as:

- a) providing input into the development of operational procedures such as duty officer schedules, local supervision practices and community development initiatives;
- b) Undertaking the operation, maintenance and minor repair of any program technology or equipment, as required for electronic monitoring, core programming etc., and ensuring the security of all equipment in use or in storage;
- c) driving vehicle to court and home visits as required;
- d) purchasing gas or minor repairs for vehicle on government credit card;
- e) providing informal guidance to new employees;
- f) exchanging information with community agencies and other justice partners to keep up-to-date on available resources;
- g) responding to inquiries and handling routine requests for information and assistance.

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

- Two year diploma or two years of credit towards a related social science degree or equivalent. 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

EXPERIENCE AND/OR ACHIEVEMENTS

- Preference may be given to applicants with a BA or BSW in Social Sciences or related degree; or previous experience working with adults in a directly related field.

KNOWLEDGE, SKILLS & ABILITIES

- Must have an understanding of the adult justice system, basic court procedures and criminal law.
- Demonstrated effective written and oral communication skills, including interviewing skills.
- Demonstrated ability to work independently and as a team member with other professionals and service providers.
- Demonstrated ability to establish priorities, and carry out duties in a professional manner.
- Demonstrated ability to initiate contact with resource and other organizations serving the client population.
- Demonstrated computer and key boarding skills. (Minimum 30 wpm)

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.