



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

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

**PROBATION OFFICER 14 - 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 position requirements below and provide all corresponding information to the closing location by the closing date. Candidates who are currently employed as an Adult Probation Officer (auxiliary or regular) with the BC Corrections Branch are deemed to meet the education, pre-requisite course and driver's license criteria and are not required to provide proof with their application.

**Educational Requirements**

Completion of two years (60 credits) towards a diploma or degree, instructed in the English language, from a recognized Canadian institution.

- Educational equivalencies are listed below

**Pre-Requisite Courses and Equivalencies**

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

- 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 two years, are not required to complete the prerequisite.
- 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.

**BC Driver's License**

Valid Class 5 BC driver's license.

- A valid Class 7 BC driver's license may be considered

**Hiring Process**

Candidates who meet the base requirements for the position may be assessed on the job requirements, accountabilities, and competencies outlined in the job description. Assessment processes are determined by the hiring manager and will include, at minimum, a behavioural competency interview and past work performance check. For more information about behavioural interviews and competency definitions, please visit: [Competencies in the BC Public Service](#).

**Police and Criminal Records Checks**

This position has been designated as a position of trust and therefore, requires enhanced security screening as a condition of employment. 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. Criminal record checks are conducted after an offer of employment is made. Candidates are not required to submit criminal record check information with their application. New criminal records checks will be conducted periodically and at least every five years.

### **Training Requirements**

Candidates who are successful in the position will be required to undertake, and successfully complete the training requirements of the position. This may require adjustments to hours of work while on basic training. For specific details on the basic training timeframes, please discuss further with the hiring manager.

### **Working Conditions**

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. Adult 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.

### **Salary**

Please see the [Probation Officer 15 total compensation overview](#) for more information.

### **Educational Equivalencies**

- All 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 masters degrees awarded solely on Prior Learning Assessments without a minimum 50% post-secondary education do not qualify as meeting BC Corrections educational requirements.
- Applicants with transcripts from foreign countries 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 a Comprehensive Report from ICES confirms 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) - 90; or
  - Language Proficiency Index (LPI) – 5.

### **Website Links:**

[BC Corrections Branch](#)

[Justice Institute of British Columbia](#)

[International Credential Evaluation Services](#)

**TITLE:** PROBATION OFFICER 14

**CLASSIFICATION:** PROBATION INTERVIEWER 15

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

**WORK UNIT:** CORRECTIONS BRANCH

## **JOB OVERVIEW**

*Under the direction of the senior probation officer, a probation officer 14 supervises adult clients released on bail, provides case management and supervision of low risk sentenced non sexual and non-intimate partner violence offenders and provides selected modes of supervision to medium and high-risk offenders, who are case managed by a probation officer.*

*The probation officer 14 functions relatively independently and is an 'officer of the court.' The probation officer 14 typically works with other probation officer 14's and probation officers as a team in an office, or working as part of a team from a remote location. The Probation Officer 14 reports to the Senior Probation Officer, who reports to the Local Manager, who is operationally responsible for the community corrections office(s).*

## **ACCOUNTABILITIES**

Required:

### **Bail Supervision, Risk Assessment and Case Management**

- 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 appropriate 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;
- Provides specialized bail supervision to specific client groups according to Branch policy, such as sex offenders, domestic violence offenders, and clients with mental health needs;
- 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;
- Applies individual case management plans to low risk clients, pursuant to Branch policy and the risk needs responsibility principle with the ultimate goal of reducing criminal behaviour;
- Contacts collaterals, identifies sources of information that support the development and implementation of case management plans;
- Assists probation officers in the completion of Community Risk Needs Assessments and completes reassessments as required;
- Uses technology in case management including E-reporting when possible and electronic supervision as required;
- Provide secondary case management to other jurisdictions for clients on bail;

- 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;
- Has an awareness of local Indigenous Nations and community resources to respond appropriately to the cultural needs of clients

#### **Alternative Measures and Community Work Service**

- Processes alternative measures referrals, including the development of an alternative measures plan;
- Liaises with justice partners and community agencies to ensure compliance and completion of the plan (i.e.: restitution, community work service hours, seminar completion, etc.);
- Develops an understanding of the cultural needs of clients and the appropriate community resources to assist them in completing an alternative measures plan;
- Facilitates community work service (CWS) placements and referrals 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

#### **Reports**

- Presents verbal information or written reports to the court in a concise articulate manner;
- Conducts breach investigations and submits reports of violations to authorities;
- Assists probation officers in the preparation of pre-sentence or other reports

#### **Conditional Sentence Order Supervision and Administration**

- Monitors and updates conditional sentence order (CSO) calculations as required

#### **Supports and Facilitates CORE Programs**

- Refers clients to core programs and facilitates Substance Abuse Management and Living Without Violence Programs

#### **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.;
- Fulfills the role of “officer of the court” which may include laying and/or swearing information;
- 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 incident forms or file summaries at the request of the Local Manager/Senior Probation Officer;

- Drives a government vehicle to various locations as required to perform the duties of a Probation Officer 14;
- Takes on specific roles in the office as required i.e. vehicle fleet manager, equipment management, first aid duties, occupational health representative;
- Assist the Local Manager and/or Senior Probation Officer in mentoring/orienting/tutoring new employees, practicum students and volunteers

## **JOB REQUIREMENTS**

- Completion of two years of credit towards a degree or education equivalency (60 credits of post- secondary education towards a diploma or degree will be accepted as equivalent to a two year diploma).
- 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.
- Possess computer and keyboard skills (minimum 30 wpm).
- Strong 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.
- This position has been designated as a position of trust and therefore, requires enhanced security screening as a condition of employment. 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. New criminal records checks will be conducted periodically and at least every five years.

## **BEHAVIOURAL COMPETENCIES**

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