



IDENTIFICATION

Department	Position Title	
Justice	Relief Corrections Officer	
Position Number	Community	Division/Region
82-12069	Fort Smith	Corrections / Fort Smith Correctional Complex – Women’s Unit

PURPOSE OF THE POSITION

The Relief Corrections Officer supervises adult female inmates in accordance with the *Corrections Act (NWT)*, *Corrections Regulations (NWT)* and operational standards established in the Corrections Service Division, to provide safe and secure custody, rehabilitation of persons in custody and to facilitate their reintegration into their communities. As part of the facility operations team the incumbent will ensure the ongoing provision and enforcement of policy and services in accordance with the Corrections Mission, Vision, and Value statement.

SCOPE

- One of several similar positions (between 3 and 16) reporting to a shift supervisor.
- Works in any post as assigned.
- All posts are subject to rotation within the Complex.
- Supervises up to 40 persons in custody.
- Participates in the orientation, training and mentoring of new employees.
- Is a Peace Officer while on duty.
- Work is carried out subject to the provisions of the *Criminal Code (Canada)*, the Charter of Rights and Freedoms, the *Youth Criminal Justice Act (Canada)*, the *Youth Criminal Justice Act (NWT)*, the *Prisons and Reformatories Act (Canada)*, the *Corrections Act (NWT)*, *Corrections Regulations (NWT)*, the *Public Service Act (NWT)*, policies such as the Corrections Service Directives, Facility Standing Orders and the Human Resource Manual.



RESPONSIBILITIES

- 1. To ensure a safe and secure setting that contributes to a healthy living and therapeutic environment for persons in custody while ensuring the safety of public, persons in custody and staff by.**
 - Assisting in or completing intake and discharge functions.
 - Responding to persons in custody requests, complaints, or allegations, and exercising decision-making authority in these matters where appropriate.
 - Directly supervising persons in custody activities, enforcing rules and standards of behavior in doing so.
 - Participating in scheduled persons in custody activities and meetings, observing and assessing persons in custody behavior and intervening when appropriate.
 - Observing and collecting information and writing various reports on recommendations of security, safety, personnel issues, incidents, accidents, and persons in custody, behaviour/progress and other operational issues as requested or required.
 - Assessing daily, persons in custody needs, behaviours, and interactions with others.
 - Monitoring, recording, and reporting persons in custody movements within and outside the facility.
 - Distributing bubble pack medication as per Nurse/Pharmacist instructions.
 - Transporting pharmaceuticals and laboratory samples in accordance with facility standing orders.
 - Escorting and transporting persons in custody on visits, to court, to community outings, etc.
 - Planning and conducting unit inspections for the purpose of identifying and resolving safety, security, and health concerns.
 - Planning and conducting unit searches and frisks of persons in custody for the purpose of maintaining contraband control and ensuring facility security and integrity is maintained.
 - Applying consequences, monitoring behavior and documenting outcomes.
 - Participating in or delivering relevant staff training.
 - Mentoring new staff to competently perform frontline role.
 - Adhering to staff dress and deportment standards to reflect professional standards and adherence to health and safety regulations.
 - Maintaining knowledge in respect of interpreting legal documents and persons in custody finances to ensure adherence to the intake/release process, policies, and procedures.
 - Assisting with crisis intervention in all areas of critical incident management at the facility.
 - Following institutional security and safety procedures.
- 2. To support case management and programs, within established guidelines, to**



prepare persons in custody for reintegration into society by.

- Providing support to facility programming for persons in custody to facilitate opportunities for persons in custody to address their criminogenic needs.
- Providing input into persons in custody case plans through documentation of positive and negative relationships, impact of programs on persons in custody's ability to apply skills and knowledge within the corrections environment.
- Completing initial persons in custody risk assessments.
- Interacting with persons in custody to understand and monitor their progress in all facets of institutional programming.
- Writing progress reports and notes on running records.
- Providing input to case managers and makes recommendations that may impact case plans with respect to persons in custody progress.
- Assisting with support to persons in custody case management and reintegration plans.
- Orientating and assisting persons in custody in accessing programs.
- Counseling and supports persons in custody as required.
- Supporting case managers in the application of policy and procedures, to prepare persons in custody for reintegration into society.
- Supporting, participating in, or planning persons in custody activities (i.e. programs, recreation, volunteer/community service, on the land program, discussions on sexuality, drug, and alcohol discussions, etc.) as required thus providing persons in custody with opportunities for behavioral change.
- Assisting in writing persons in custody progress and court reports, making recommendations on assigned persons in custody for court and community workers.

3. To manage persons in custody to assist in motivating persons in custody to contribute to a safe and secure working environment by.

- Facilitating individual and unit meetings to provide persons in custody with clear communications and appropriate direction relevant to policy and procedure covering safety, security, health, and operational matters.
- Acting as a positive role model for persons in custody.
- Leading and directing responses in emergency situations or critical incidents.
- Performing personal observations of persons in custody performance, reviewing running records and reports, recommending appropriate programs to persons in custody and to case managers.
- Addressing behavioural issues in a constructive manner.
- Communicating with other facility staff on persons in custody issues to ensure group involvement and knowledge is solicited.
- Assisting in the provision of resident and facility services within established guidelines.



WORKING CONDITIONS

Physical Demands

Physical confrontations with persons in custody, who are high risk, who may be highly emotional or agitated due to mental, physical stress or under influence of substances, occurs approximately 1-3 times per month, usually with a high degree of intensity.

Environmental Conditions

The incumbent works in a secure environment where there can be exposure to communicable diseases, this rate of exposure increases when the incumbent is engaged in direct intervention with persons in custody.

Sensory Demands

The incumbent must use the combined senses of sight, touch, and hearing simultaneously to maintain an awareness of their working environment to prevent potentially disruptive and dangerous incidents from occurring (i.e. illegal substances, searches, persons in custody groupings/gangs).

Mental Demands

The incumbent will be required to interact with persons in custody who are agitated and are the subject of a variety of court-imposed conditions resulting in potentially hostile and unpredictable behaviour that poses a significant safety risk. Further, the incumbent works in a secure environment that, isolated by its nature, results in exposure to high-risk situations. Incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

KNOWLEDGE, SKILLS, AND ABILITIES

- Leadership and team building skills.
- Ability to act appropriately during crisis/stressful situations.
- Knowledge of and ability to assess human behavior and persons in custody issues.
- Problem solving and decision-making skills.
- Interpersonal skills with demonstrated verbal and written English communication skills.
- Ability to work in a diverse environment.
- Knowledge of corrections policies and procedures.
- Knowledge of practical corrections techniques and theories (i.e. social deviance, mental health, etc.) with the ability to exercise sound judgment in application (use of restraints, non-violent crisis intervention, suicide, and self-harm intervention).
- Ability to interpret court documents (i.e. warrant of committals, fine defaults, remand warrants etc.).

- Knowledge of and ability to use MS Operating Systems, MS Office, and Internet and E-mail applications.
- Knowledge of Occupational Health and Safety (WHMIS).
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

Typically, the above qualifications would be attained by:

Grade 12 Diploma or Equivalency combined with successful completion of the NWT Corrections Northern Recruitment Training Program or equivalent training program from another jurisdiction.

Equivalent combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

Some requirements (*) will be requested at the time of a verbal job offer, and physical requirements will be assessed by a physician prior to issuance of a written offer of employment.

- Satisfactory Vulnerable Sector check. *
- Class 4 drivers' license. *
- First Aid certification. *
- Acceptable hearing acuity.
- Acceptable ability to speak clearly, loudly, and quickly.
- Acceptable mobility, strength, endurance, and balance.
- Acceptable visual acuity.
- Acceptable ability to distinguish odours.

Position Security (check one)

- ☐ No criminal records check required.
- ☐ Position of Trust – criminal records check required.
- ☒ Highly sensitive position – requires verification of identity and a criminal records check.

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐



READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Select language

☐ Required

☐ Preferred