

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

"Leading Change Every Day"

PROBATION OFFICER 14 - 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 14s positions are located in some, but not all, community corrections locations depending on the staffing needs of that office and community. 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 14 position.

Educational Requirements and Equivalencies

Two years (60 credits) towards a diploma or degree from a recognized Canadian institution and instructed in English

- 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 post-secondary education was instructed in a language other than English (either from a recognized Canadian Institution or from a foreign country), 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.
- 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.

Pre-Requisite Courses and Exemptions

CORR1000 - The Adult Probation Officer is provided online by 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 the accountabilities and competencies outlined in the job description. 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](#).

Candidates who are successful in the hiring process will be offered a position only after successful completion of the required police, criminal record and driving checks. All new positions are subject to a 6 month or 913 hour probationary period.

Training Requirements

New probation officer 14s 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 officer 14s 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 officer 14s may 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 Officer 14 may be required to drive in government vehicles on winter roads. Work schedules and hours of work may vary by location.

Salary

Please see the [Salary Look Up Tool](#) Probation Interviewer 15 for more information.

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. In addition, successful applicants will be required to submit to a driver's abstract review for the last five-year period.

BEHAVIOURAL COMPETENCIES

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