

**NON-MANAGEMENT JOB DESCRIPTION  
POINT RATING EVALUATION PLAN**

Working Title Threat Assessor Understudy, ITRAC	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry  Justice and Solicitor General
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Present Class	Requested Class
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Dept ID	Program Code	Project Code (if applicable)
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**PURPOSE:** Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see Non-Management Job Description Writing Guide [Pages 7-8](#)).

Reporting to the Program Coordinator, and under the mentorship of the Understudy Training Coordinator, the Threat Assessor Understudy’s primary purpose is to acquire the necessary knowledge, skills and operational expertise to demonstrate the ability to conduct independent threat assessment and attain certification as a Threat Assessor in the pre-determined 18-month understudy period.

**\*Successful completion of the ITRAC understudy program, including the board defence, within the pre-determined understudy period is mandatory for continued employment with ITRAC. Thus the probationary period for this position is extended for the entirety of the understudy program (18 -24 months)**

The Threat Assessor Understudy requires, at minimum, RCMP Level II Security Clearance.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3-6 activities should be described (see Writing Guide [Pages 9-10](#)).

This position must successfully complete all requirements as detailed within the ITRAC Understudy Information Document, specifically:

Engage in ongoing educational requirements including training, conferences, workshops and courses as required to acquire knowledge and develop expertise in threat assessment:

- Attend appropriate courses, conferences and workshops on topics relating to threat assessment, mental health, risk management/mitigation, treatment efficacy, and new research.
- Participate in mock boards, mock trials, mock certification preparation and examinations.
- Complete all required readings as outlined in the ITRAC Understudy Information Document.
- Complete all required threat assessment understudy period modules, on subject matter including:
  - Domestic Violence,
  - Stalking,
  - General Violence,
  - Contemporary threat management,
  - Threat assessment process, and
  - Workplace violence.

Following completion of Modules and required reading, engage in case study and live threat assessment writing, under the supervision of mentor and unit forensic psychologist:

- Complete Case Studies 1 through 5.

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- Complete minimum of 15 “live” threat assessments, adhering to the same process as a certified threat assessor:
  - Receives assignments and direction from the Understudy Training Coordinator and ITRAC Operations Manager or designate based on requests from external agencies including the RCMP, EPS, MHPS, LRPS, CPS, Camrose etc.
  - Files will include *Disclosure to Protect Against Domestic Violence Act* (Clare’s Law) or regular ITRAC operations assessments
  - Liaises with file requester and identifies file requirements, critical dates and client needs.
  - Compiles and analyzes available information to determine whether an assessment can be completed, and if not how the assessor can address client needs with alternative methodologies.
  - Identifies appropriate threat assessment tools consistent with the file information and the needs/requirements of the requestor.
  - Completes a comprehensive review of available materials, and identifies additional available material as required.
  - Liaises with ITRAC intake and assessment staff to obtain required threat materials and documentation.
  - Identifies all potential victims of the subject of assessment.
  - Identifies all potential violence risks for the subject of the assessment, including sexual violence, general violence, spousal violence and other applicable forms.
  - Authors a professional, concise, well-articulated, and defensible, opinion of risk for identified violence types to identified potential targets.
  - Identifies and addresses known risk factors for future violence.
  - Identifies critical risk factors.
  - Identifies dynamic risk factors and related opportunities for potential intervention and risk mitigation.
  - Identifies case specific management for risk mitigation related to the subject of assessment.
  - Identifies safety planning recommendations/suggestions for victim management and risk mitigation.
  - Provides tactical considerations for first responders where appropriate.
  - Provides information to subsequent stakeholders who the assessment may effect including victim’s assistance agencies, government agencies and other organizations as identified by the threat assessor and in compliance with applicable privacy legislation.

Successfully certify as a Threat Assessor through the Board Certification process: (details outlined within the ITRAC Understudy Board Certification Process Document)

- Complete a former live file within the 30-day time allotment.
- Successfully defend the file before a professional board including a Certified Threat Assessor, ITRAC Forensic Psychologist, other Mental Health Professional, Law Enforcement Manager, and Crown Prosecutor.

Provide expert testimony in court, as required.

Activities:

- Pursue and maintain recognition as a properly qualified expert in the area of threat assessment
- Liaise with assigned prosecutors, as identified by requests for court attendance.
- Maintain current curriculum vitae, detailing training and expertise in threat assessment.
- Prepare and present threat assessment related testimony in court as required.

**SCOPE:** List specific information that illustrates the challenges, problem solving and creativity requirements and decision making capacity of the position. Also identify the internal or external areas the job impacts (see Writing Guide [Pages 11-12](#)).

ITRAC provides stakeholders from across the province access to a crucial area of expertise in high-risk domestic violence, and other threat and risk assessment cases.

The Threat Assessor Understudy is required to attain comprehensive knowledge, understanding and experience in the methods and techniques involved in threat assessment, file management and criminal investigations, including major case management. Excellent knowledge of the *Criminal Code of Canada*, other relevant federal or provincial statutes, including privacy and information sharing rules will ensure appropriate, comprehensive, competent, impartial and timely threat

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assessments are conducted. A thorough understanding of the judicial system and excellent analytical and problem solving skills are essential in this role.

The Threat Assessor Understudy requires excellent oral and written communication skills to write comprehensive reports, coordinate information, and to provide briefings to the ITRAC Director, Public Security Division officials, law enforcement officials, justice officials, and other GOA officials.

Excellent inter-personal, consultative, relationship building and presentation skills are essential to secure cooperation and close partnership with a variety of contacts and stakeholders.

The Threat Assessor Understudy will work under the general direction of the Understudy Training Coordinator, ITRAC Operations Manager and ITRAC Director, although a high level of independence and discretion is exercised in responding to file requests and inquiries.

Sound judgement is required to ensure all threat assessments are completed in a thorough and professional manner, and in analyzing and resolving a range of problems during the course of a file and in working collaboratively with police agencies and investigators from other agencies. Further, this position must have an acute awareness of the high scrutiny and media attention that may exist in some threat assessment files.

The Threat Assessor Understudy must ensure that the ITRAC Director is provided with comprehensive reports and timely updates to facilitate sound decision-making through quality control of threat assessment documents.

**KNOWLEDGE, SKILLS & ABILITIES:** Include information on required diplomas and degrees along with identifying the most important knowledge factors, including knowledge about practical procedures, administrative, technical or professional techniques, technical, scientific or program related processes, etc. Detail specific training if there is an occupational certification/registration requirement for the position. Specify the type of experience required for the position (see Writing Guide [Pages 12-14](#)).

The Threat Assessor Understudy requires:

- Strong desire to work in the area of assessing violence, domestic violence, stalking and criminal harassment in the field of behavioural sciences.
- Excellent written and verbal communication skills to be able to clearly and professionally articulate threat assessments in written reports, expert court testimony and training.
- Must be a strong team player with excellent interpersonal skills and have the proven ability to build strong relationships with police services, other stakeholder agencies and community groups.
- Excellent analytical skills are required to analyze large volumes of comprehensive materials relating to the criminal/violent history of individuals including police reports, Corrections material, psychological and psychiatric reports, court records, child protection records and witness statements.
- Proven organizational and case management skills, including the prioritization of multiple files with changing dynamics to ensure the appropriate caseload management priorities and timelines are met.
- Demonstrated self-initiative with the ability to work independently and effectively with minimum supervision.
- Confidence in public speaking and/or testifying in Court proceedings.
- Willingness to engage in ongoing reading and research, including home study courses, in the threat assessment and risk reduction field.
- Ability to travel for purposes of attending required training, case conferencing, delivery of training, lectures, presentations and public information sessions.
- Domestic violence and/or stalking training.
- Threat assessment and risk management training certification.
- Knowledge of KGB (Sworn statements) and suspect interviews.
- Post-secondary education at bachelors level or higher. Preference for Masters Level Education and background in criminology, sociology or psychology/psychiatry.
- Work experience, or an understanding of the Behavioural Sciences field including psychology, psychiatry, mental illnesses and personality disorders.

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- Knowledge of investigating or analyzing violent crime.
- Experience in providing presentations or public speaking
- Familiarity with the following:
  - Domestic Violence Handbook for Police and Crown in Alberta Justice
  - Criminal Harassment Handbook Federal Department of Justice
  - *Protection Against Family Violence Act*
  - Emergency Protection Orders
  - Domestic violence and stalking dynamics
  - Risk factors for serious violence and death in domestic violence and criminal harassment/stalking cases
  - Safety planning for victims
  - Case management strategies to minimize risk of harm
  - Judicial Interim Release (Show Cause Hearings), *R. v. Bliele* and appropriate release conditions to optimize safety
  - Role of Children and Youth Services-Role of victim services coordinators/advocates
- A thorough understanding of the ITRAC operations and Government, Ministry, and Branch policies and procedures related to domestic violence threat assessments and the departments response to domestic violence
- A strong understanding of the needs and interests of clients and stakeholders in order to respond to inquiries, requests for information, and to resolve sensitive issues. The position works with a diverse array of government departments at all levels as well as a diverse range of law enforcement agency interests. Contacts may include elected officials at every government level.

The Threat Assessor must have well developed and demonstrated:

- Evaluative skills to identify and assess trends and patterns requiring further investigation
- Communication skills to explain and discuss interpretations of evidence, and related legislation, policies, procedures and guidelines, and theories about the investigation; using appropriate judgment in communicating confidential and sensitive information, and providing testimony in court, presentation skills to attend meetings, deliver lectures and seminars and writing skills to prepare training materials, court briefs and reports
- Interpersonal skills to persuade and ensure compliance with established methods, models and concepts of investigation; to engage in discussion among agencies involved in an investigation (police, provincial government) and reconcile differing views
- Leadership skills to assign and coordinate work, including on the job guidance
- Consulting and interpersonal skills to interact and deal effectively with police agencies, all levels of the Ministry, Division, and with other external clients and stakeholders
- Verbal and written communication skills, particularly in terms of preparing reports and presenting conclusions and recommendations
- Problem solving and decision making skills
- Organizational and time management skills in order to manage a number of on-going projects of various length and complexity

The Threat Assessor must be able to:

- Anticipate and resolve problems independently
- Plan, prioritize, and coordinate multiple tasks and projects
- Work independently as well as contribute effectively in a team environment
- Demonstrate initiative, sound judgment, and creativity relating to assigned responsibilities
- Pro-actively identify concerns, issues, and potential solutions and recommendations
- Exercise tact, diplomacy, and discretion, particularly in dealing with extremely sensitive and confidential information appropriately
- Exercise strategic thinking in order to assist management and other investigators in conducting investigations
- Maintain professionalism under varied, stressful situations

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The Threat Assessor must be able to obtain and maintain:

- RCMP Level II security clearance, at minimum.

**CONTACTS:** Identify the main contacts the position communicates with and the purpose of the communication (See Writing Guide [Pages 14-15](#)).

Internal

- ITRAC Director, daily
- ITRAC Operations Manager, daily
- ITRAC Forensic Psychologist, daily
- ITRAC Operations Coordinator, daily
- ITRAC Threat Assessors, daily
- ITRAC Administrative personnel, daily

External

- All identified ITRAC liaison contacts including but not limited to:
  - Victims Programs
  - Community and Social Services
  - Children's Services
  - Corrections (Community, Youth and Adult)
  - Police (RCMP, EPS, CPS, MHPS, Camrose, LRPS, etc.)
  - AHS

**SUPERVISION EXERCISED:** List position numbers, class titles, and working titles of positions directly supervised (see Writing Guide [Page 15](#))

N/A

**CHANGES SINCE LAST CLASSIFICATION REVIEW:** Identify significant changes that have impacted the responsibilities assigned to your position since the last review (see Writing Guide [Pages 15-16](#)).

N/A

**ORGANIZATION CHART:** An organization chart that includes supervisor, peers and staff **MUST** be attached (see Writing Guide [Page 17](#)).

*This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Job Evaluation Unit, 6<sup>th</sup> Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 780/408-8400 or contact your Ministry Human Resource Office.*

