

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

Working Title Probation Officer		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
Present Class		Requested Class	
Dept ID	Program Code	Project Code (if applicable)	

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**).

Working as Peace Officers designated under the authority of the Corrections Act, Probation Officers provide a broad range of community correctional programs and services to adult and youth offenders, including all current programs e.g. probation, fine option, alternative measures/extrajudicial sanctions, pre-trial supervision, deferred custody and supervision, community or conditional supervision, and conditional sentence. Working with potentially hostile individuals, Probation Officers conduct investigations, prepare reports, attend court, complete all case management activities and supervise offenders within applicable federal and provincial legislation, divisional policies and procedures and relevant operational manuals to maintain correctional and rehabilitative programs.

1. Investigate and prepare factual reports under adult and young offender programs.
 - Complete pre-sentence reports to assist the court in determining an appropriate sentence for adult and young offenders. Travel to conduct home and/or field visits may be required as part of the investigation.
 - Conduct community investigations to assist in developing release plans for offenders in custody. Travel for home visits may be required.
 - Complete offender histories to gather relevant social history information on offenders to ensure accurate completion of risk/needs assessments and to assist in case planning
 - Complete a variety of investigative reports, which involve extensive community investigations that may include travel for home visits, personal interviews with the offender or family members as well as personal or telephone contact with collateral sources.
2. Provide effective case management services:
 - Consider information obtained from the offender and collateral sources, Pre-sentence report or offender history; complete risk assessments utilizing the SPIN or YASI risk assessment tool on all sentenced offenders, at each case review and upon termination.
 - Create and continually revise case plans based on results of ongoing risk/needs assessments to address offender issues and to develop case plan objectives.
 - Complete case notes to provide an accurate and permanent file record of offender involvement and progress towards case plan goals.
 - Complete case reviews and termination reports to provide an accurate and permanent file record of offender involvement and progress towards case plan goals.

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- Maintain regular personal contact in an office or in the community with offenders, collateral sources and partnering agencies.
 - Participate in case conferences and make offender referrals to appropriate community programs to address identified issues and or behaviour; including medical, psychological, spiritual, educational, and addictions concerns;
 - Utilize effective interviewing skills and other evidence based practices to assist in motivating clients to make lifestyle and attitude changes with the goal of having the offender develop more pro-social, non-criminal behaviour
3. Monitor compliance and initiate action in accordance with divisional policy to enforce legal requirements.
- Report violations of conditions of legal orders by completing appropriate documentation and reporting the violation through designated process e.g. completes probation violation report and submits to Crown Agent.
 - Prepare suspension reports to advise of a violation of custodial release programs and submit the report to the correct authority. Ensure the offender is directed to the closest appropriate correctional centre or notify the centre that warrants are required.
 - Prepare court reviews at the court's request to assist the court in reviewing community sentences.

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](#)).

- Contribute to community corrections positive involvement and profile within the community through supporting criminal justice initiatives that align with the mandate of or are supported by Justice and Solicitor General. Provides liaison and appropriate training to Youth Justice Committees, community residential centres, treatment centres, or group homes and other community agencies as required.
- Participate in public education and information programs as required by supervisor and act as a role model/ambassador within the community.
- Travel to and attend court as required, to liaise with judges, court clerks and Crown Prosecutors and to provide evidence or speak to reports.
- Complete administrative forms and reports with respect to the administration of community corrections programs (e.g. Fine Option vouchers.)
- Provide assistance with training for new staff and supervise volunteers and students from approved post-secondary institutions
- Maintain an up-to-date working knowledge of all applicable divisional/branch policies and procedures and relevant acts and legislation.
- Complete formal and on-the-job training.

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**).

The Probation Officer administers all community programs for adult and youth offenders. The Probation Officer may travel to circuit points and work with Youth Justice Committees within the office area boundaries. The Probation Officer provides information to the court to facilitate the sentencing process. The Probation Officer is also a role model and representative of Correctional Services in the community. The Probation Officer acts as a change agent while working with offenders in reducing recidivism.

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**).

Manage Information and People – Able to access, retrieve, input, analyze, apply, interpret and process information for investigative and casework processes.

Organizational Effectiveness – The ability to prioritize competing workload pressures in an effective manner and contribute to the organizational goals

Team Development – The ability to work cooperatively and collaboratively with a variety of teams within the workplace, community and other government ministries/agencies to meet client and ministry goals and objectives.

Investigation – The ability to gather information from varied sources by engaging in a critical thinking process to gather, analyze and interpret information to formulate reports and make decisions related to case planning

Problem Solving – Understanding the problem situation and its step-by-step resolution, based on planning and reasoning using goal-oriented thinking and action in situations for which no one solution exists.

Self-Management – Understands his/herself and is conscious of the implications of their interactions with others.

Purposeful Writing – The ability to communicate ideas and information with appropriate professional and objective tone. Able to write clearly and succinctly in a variety of communication settings and styles, to write clear and concise notes and reports.

Interviewing – Able to communicate with others using a broad range of communication styles including motivational interviewing techniques to convey information in a respectful tone and manner with the goal of gathering relevant information to ensure compliance with supervision and case management or to secure information for case documentation and reports and to generally motivate offenders to make pro-social lifestyle and attitude changes.

Interpersonal skills – The ability to interact positively and work effectively with others.

Knowledge of legislation with respect to the Criminal Code, the Corrections Act, Youth Criminal Justice Act and Provincial Policies and Procedures.

Awareness of Aboriginal culture.

Awareness of cultural diversity

Knowledge of organized crime/gang behaviour

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Knowledge of current literature related to the supervision of specialized client groups, for example, domestic violence and sex offenders, offenders with addictions and/or mental health issues to support the treatment being provided by the applicable treatment agencies

Directly related two-year diploma or related degree or an equivalent combination of education and experience

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

Colleagues, supervisor, manager, police, crown, service providers.

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

None

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](#)).

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