

Working Title: Correctional Service Worker 2 Name: _____

Position Number	Reports to Position No., Class & Level	Division, Branch/Unit	Ministry
		Correctional Services Division	Alberta Solicitor General

Present Classification: _____ Requested Classification: _____

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 Section 2.3)

Working under the authority of the Corrections Act, related Federal and Provincial legislation, Divisional Policy as well as Standing Operating Procedure the Correctional Service Worker provides for the custody, care and control of offenders in a Correctional Centre. In addition to being designated as a Peace Officer, the Correctional Service Worker provides security, supervision and support services for offenders including casework functions within the correctional centre. These functions are provided in a twenty-four hour operation with rotating shifts in a challenging and potentially hostile environment.

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 major activities should be described (see Sections 2.1 and 2.2)

1. Performs a variety of security and offender supervision functions designed to ensure the care, control and custody of offenders to prevent breaches of security, disturbances and other emergency situations by:
 - controlling and monitoring offender movements;
 - conducting formal and informal counts of offenders;
 - conducting searches of offenders and the physical plant;
 - maintaining practical skills in the use of security equipment;
 - exercising effective disciplinary controls through the enforcement of centre rules;
 - escorting offenders to approved community outings, appointments, activities, interviews or treatment;
 - assist in the co-ordination and supervision of recreational leisure and work activities and programs;
 - conducting rounds to observe behaviour and mood of individual and groups of offenders and reporting notable sudden or unusual changes;
 - participating as a member of the centre Response Team, as required and/or on a Departmental Tactical Team as selected.
2. Maintains effective offender relations to promote positive behaviours and to alleviate tensions by:
 - responding to questions, concerns, complaints and problems by offering guidance, explaining rules and making appropriate referrals;
 - utilizing a system of rewards and reinforcement;
 - role modelling appropriate interactions;
 - resolving conflicts between offenders and others;
 - responding to immediate individual offender crisis issues, such as family conflict and suicidal ideation;
 - assists offenders on an ongoing basis to help with adjustment problems and/or to liaise between the offender and stakeholders to provide support.
3. Classifies and places offenders to ensure appropriate and safe housing of offenders by:
 - assessing admissions to determine classification and placement, as required;
 - assigning offenders to appropriate housing units and cell placements;
 - referring and/or assigning offenders to programs or work placements;
 - completing/updating appropriate intake and admission records, population boards, data bases and other related placement documentation;
4. Develops case and transition/reintegration plans to provide opportunities for offenders to address offending behaviour patterns and/or issues by:
 - gathering information through offender self-disclosure, documentation and collateral information so as to develop an initial case plan;
 - referring offender to appropriate in-centre programs to address identified issues and/or behaviour, including medical and psychological concerns;

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- monitoring and updating case plans through interviews, conferences, family/guardian contact, program progress reports, as well as other sources of information and to document changes;
 - preparing reports for the courts, as required, and providing testimony as ordered/requested by the court;
 - ensuring that case plans evolve to emphasize release/reintegration planning, which includes appropriate referrals to community programs for support;
 - completing records and updating casework documentation to reflect case/transition plans and changes thereto;
 - completing calculations on fine option and community service orders and makes arrangements for their completion.
5. Participates in the administration of the unit and centre to ensure good order in the operational routine and function by:
- maintaining a good working knowledge of Divisional Policy and Procedures, Centre Standing and Emergency Procedures, as well as rules and regulations;
 - attending and participating in meetings and musters;
 - completing a range of reports and documentation of the unit and/or centre;
 - submitting reports on offender behaviour, and observation reports;
 - providing background for disciplinary hearings, investigations and making recommendations for discipline.
6. Attends training to maintain a high standard of professional development by:
- attending and participating in formal in-service training;
 - attending and participating in technical training;
 - attending and participating in various emergency and response team training;
 - providing assistance and on-the-job training to new staff, volunteers and field placement students.
7. Perform Adjudicator Assistant duties pursuant to the correctional disciplinary process:
- liaison with the director's secretary and assigned adjudicator in document preparation and scheduling of hearings according to Departmental Policy;
 - attend training as required.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job. (see Section 2.4)

Under the direction of a Correctional Service Worker 3 and/or a Correctional Peace Officer 3, the incumbent has considerable independence in making decisions related to day to day operations and casework functions. They are responsible to directly supervise and manage the activities of individual or groups of offenders in keeping with divisional policies and procedures and centre operating procedures. There is a significant degree of intuitive judgement required to recognize anomalies of offender behaviour that may, if not detected and addressed early, result in dangerous incidents.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Ability to observe and assess behaviours.
- Ability to develop a case plan and provides guidance, direction and advice to offenders.
- Security knowledge and skills.
- Basic computer skills.
- Excellent verbal and written skills.
- Excellent interpersonal skills.
- Awareness of Aboriginal Culture.
- Awareness of cultural diversity.
- Knowledge of organized crime/gang behaviour.
- Offender management skills.

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- Physical fitness.
- Valid driver's license.

Typically requires a related diploma or degree, in-service Professional Certification and experience

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.

This position has no direct supervisory responsibilities of other employees.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.

N/A

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff **MUST** be attached.

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 Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent	_____	_____	_____	_____
	Name		Signature	Date
Manager	_____	_____	_____	_____
	Name			
Division Director/ADM	_____	_____	_____	_____
	Name		Signature	Date

Working Title Correctional Service Worker 1		Name	
Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Correctional Services Division	Ministry Alberta Solicitor General
			Requested Classification
Dept ID	Program Code	Project Code (if applicable)	

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Classification: Protected A

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Incumbent

Name	Signature	Date

Manager

Name	Signature	Date

Division Director/ADM

Name	Signature	Date