



## 1. IDENTIFICATION

<b>Position No.</b> PPO	<b>Job Title</b> <b>Probation/Parole Officer</b>	<b>Supervisor's Position</b> Director of Community Services
<b>SAP Job Code</b> 30004348		
<b>Department</b> Community Services	<b>Community</b> CHURCHILL	<b>Location</b> CHURCHILL REGIONAL HEALTH AUTHORITY INC.

## 2. SUMMARY

Under the supervision of the Director Primary Health Services Programs the Probation/Parole Officer is responsible for the on going management of the Probations/Parole program, following the respective Acts and Regulations.

## 3. RESPONSIBILITIES

- A timely response (2 days) to all referrals from the courts, Community and Youth Correctional Services, and the CRHA.
- Referrals to other professionals as appropriate must be made and documented.
- Required assessments completed and documented within accepted timeframes.
- Intervention plans developed and documented as appropriate and required for individual cases.
- Maintenance of professional standards in the worker/client relationship at all times.
- Client contacts to be maintained in a consistent and appropriate manner and documented.
- All required documentation, correspondence, etc must be maintained in a timely manner.

- Newly opened and closed files must be signed off by the Director of Community Services.
- Group work/sessions/support groups to be developed, advertised and implemented as required.
- Regular contact with work placement (fine options) supervisors required.
- Director of Community Services to be kept informed of progress of all cases on a monthly basis.
- Computer input to the provincial system must be kept up to date.
- Other duties consistent with the position as required.

#### 4. KNOWLEDGE, SKILLS AND ABILITIES

- Degree in Social Work/Human Justice required (preference given to Masters degree)
- Minimum 3 years experience in a related position or field required
- Relevant additional training/experience a definite asset
- Proven ability to work as part of an interdisciplinary team an asset
- Superior computer skills an asset
- Proven ability to do group work, presentations, relevant education a definite asset
- Demonstrates a very clear understanding of confidentiality and the roles of the counsellor and the client
- Demonstrates a calm demeanor and confident manner at all times
- Demonstrates objectivity in all dealings with clients
- Demonstrates appropriate professionalism in all contacts with other agencies and organizations

#### 5. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

#### Physical Demands

- Possible lifting at times
- Possible eye strain
- Possible posture and muscle problems

- Possible contact with clients with aggressive/violent behaviour
- Other demands as it pertains to position

**Environmental Conditions**

- Possible exposure to communicable diseases
- Extreme outside weather conditions

**Mental Demands**

- High levels of stress at times
- Fast paced environment with time constraints in place
- Competing priorities

## 6. CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor Title
<hr/> Printed Name	<hr/> Supervisor Signature
Date:	Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Deputy Head Signature	
<hr/> Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

## 7. ORGANIZATION CHART

For the organization chart, please find it on the K: drive under organizational chart. As this chart is constantly revised, it will not be attached to your job description.

**“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.**