



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

"Protect Communities, Reduce Reoffending"

PROBATION OFFICER 14 - APPLICANT INFORMATION PACKAGE

Thank you for your interest in becoming an Adult Probation Officer 14. In order to be considered for a position, candidates must meet the criteria below and provide all corresponding information to the closing location by the closing date:

- A photocopy of university/college transcripts (educational requirements below)
- Proof of successful completion of prerequisites (details below).
- Results of [Language Proficiency Index \(LPI\)](#) – Level 5 or equivalent (details below)

Note: Candidates who are currently employed as an Adult Probation Officer or Probation Officer 14 (auxiliary or regular) with the BC Corrections Branch are deemed to meet the education, experience, pre-requisite course, typing skills and language proficiency index qualifications and are not required to provide proof with their application.

Probation Officer 14 educational requirements:

- Completion of two years (60 credits) towards a diploma or degree from a recognized Canadian institution.

Note: The two years (60 credits) towards a diploma or degree from a recognized Canadian institution. Prior Learning Assessments require a minimum 50% post-secondary education and do not constitute credit on their own.

Applicants with transcripts from foreign countries must contact the [International Credential Evaluation Services \(ICES\)](#) which will evaluate the credentials and determine comparable levels in BC or Canadian terms. Documentation must be provided to the closing location by the closing date.

Pre-Requisite Courses and Equivalencies

- **Pre-Requisite Courses** - Successful completion of the following course:
CORR1000 The Adult Probation Officer. This course is offered online at the [Justice Institute of BC](#).

Important information

- Completion of CORR1000 is just one of the requirements to apply for the position of Adult Probation Officer, and does not guarantee employment.
- 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 two years, are not required to complete the prerequisite.

The Language Proficiency Index (LPI)

As one of the major duties of the adult probation officer is the preparation of court reports, it is essential that candidates have the requisite writing skills. To ensure candidates possess the minimum writing skills standards, the Branch employs the use of the Language Proficiency Index (LPI). Every applicant will be required to have completed the Language Proficiency Index prepared and evaluated by the LPI office at the University of British Columbia. The minimum is level 5 or equivalent in-service experience. LPI details are available at [Language Proficiency Index \(LPI\)](#).

Educational Requirements:

All 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.

Equivalency: Candidates who were previously employed as Regular Adult Probation Officer or Regular Probation Officer 14 with the Branch for a period of least 2 years within the past 6 years are deemed to possess the equivalent in-service experience to meet the Language Proficiency qualifications.

Working Conditions

Probation Officer 14's are based throughout the province and sometimes cover more than one office. The work requires some travel to supervise offenders and meet with community groups and agencies. Hours of work vary by location.

Probation Officers 14's work with adult clients who may have multiple legal, health, social and/or mental health challenges which may involve exposure to hostile, abusive, and/or potentially violent clients; and exposure to traumatic material/images.

Travel and Transportation

Travel is a requirement of the position. Successful candidates are required to possess a valid Class 5 BC driver's license. A valid Class 7 BC driver's license may be considered.

Police and Criminal Records Checks

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.

Website Links:

[BC Corrections Branch](#)

[Justice Institute of British Columbia](#)

[Language Proficiency Index \(LPI\)](#)

[International Credential Evaluation Services](#)

TITLE: PROBATION OFFICER 14
COMMUNITY CORRECTIONS DIVISION
CORRECTIONS BRANCH

CLASSIFICATION: PROBATION INTERVIEWER 15

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

JOB OVERVIEW

To supervise adult clients released on bail, provide case management and supervision of low risk sentenced non sexual and non domestic violence offenders and provides selected modes of supervision to medium and high-risk offenders, who are case managed by a probation officer. Within this context, the Probation Officer 14 functions relatively independently under the supervision of the Senior Probation Officer and/or Local Manager.

The Probation Officer 14 typically works with other Probation Officer 14's and Probation Officers in a team environment. The Senior Probation Officer, reports to the Local Manager, who is operationally responsible for the community corrections office(s).

ACCOUNTABILITIES

Required:

- A. Supervises clients in accordance with a risk assessment and court orders, ensures the client understands the terms of the court orders and the consequences of non-compliance, ensures conditions are fulfilled and submits reports of violations to authorities.
- B. Conducts in-person interviews, home visits and telephone interviews in order to provide specific modes of supervision, including E-reporting when possible and electronic monitoring as required.
- C. Monitors behaviour and progress, and documents information.
- D. Provides specialized bail supervision and case management to specific client groups according to Branch policy, such as sex offenders, domestic violence offenders, and clients with mental health needs;
- E. Assists clients who are low risk and on bail by assessing issues and needs; develops a case plan based on court orders, assists clients with job seeking and employment interviews, 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.
- F. Refers clients to core programs and facilitates Substance Abuse Management and Violence Prevention Program.
- G. Conducts breach investigations, contacts collaterals, identifies sources of information that support the development and implementation of case management plans and assists probation officers in the preparation of pre-sentence or other reports.
- H. Assists probation officers in the completion of Community Risk Needs Assessments and completes reassessments as required.

- I. 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.
- J. Develops an understanding of the cultural needs of clients and the appropriate community resources to assist them in completing an alternative measures plan.
- K. Facilitates community work service (CWS) placements and referrals as required.
- L. Presents verbal information or written reports to the court in a concise articulate manner
- M. Attends integrated case conference meetings.
- N. Provides victims with information and support as per branch policy i.e. domestic violence and sex offences.
- O. Monitors and updates conditional sentence order (CSO) calculations as required.
- P. Liaises with the local manager, senior probation officer and local RCMP/police detachment regarding residence approval, curfew checks, notifications etc.
- Q. Provides mentoring and information guidance to new employees, practicum students and volunteers.
- R. Fulfills the role of “officer of the court” which may include laying and/or swearing information.
- S. Attends meetings and/or training, serves on projects and focus groups, provides input into branch policies programs safety protocols and procedures.
- T. Drives a government vehicle to various locations as required.
- U. Prepares or assists in the creation of incident forms or file summaries.
- V. Assumes specific roles in the office as required i.e. vehicle fleet manager, equipment management, first aid duties.

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JOB REQUIREMENTS

Minimum 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).
- Results of Language Proficiency Index (LPI) – Level 5 or equivalent.

- Possess computer and keyboard skills (minimum 30 wpm).
- Valid Class 5 B.C. driver's license. A valid Class 7 may be considered.

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BEHAVIOURAL COMPETENCIES

- **Conceptual Thinking**
- **Decisive Insight**
- **Flexibility**
- **Integrity**
- **Results Orientation**
- **Listening, Understanding and Responding**
- **Service Orientation**
- **Teamwork and Co-operation**