



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

"Protect Communities, Reduce Reoffending"

ADULT PROBATION OFFICER – APPLICANT INFORMATION PACKAGE

Thank you for your interest in becoming an Adult Probation Officer. 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 degree and transcripts (degree 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 (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 educational requirements:

- A Bachelor's degree (4 years; 120 credits) from a recognized Canadian Institution

Note: A Bachelor's degree from a recognized Canadian Institution must have a minimum of 35% of the credits at 300 & 400 level courses. A Bachelor degree approved in B.C. by the Ministry of Advanced Education that includes a Prior Learning Assessment requires 50% post-secondary education and may, upon review, be considered equivalent.

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.

Equivalent LPI: Candidates that are currently employed or who were previously employed as Regular Adult Probation Officer or Regular Probation Officer 14's 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.

Salary

Salary assignment will be based on level of education, experience, and training requirements.

Working Conditions

Adult Probation Officers 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 may vary by location.

Adult Probation Officers 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
COMMUNITY CORRECTIONS DIVISION
CORRECTIONS BRANCH
MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL

CLASSIFICATION: SOCIAL PROGRAM OFFICER 24

CONTEXT

Under the direction of the Local Manager of Community Corrections, the probation officer is accountable to provide services to adult clients, to other justice agencies, and to the general community. Adult clients include those accused of/or sentenced for criminal or other statute offences. Adult clients report to probation officers at community corrections offices for a combination of interviews, assessment, supervision, assistance and programs.

JOB OVERVIEW

Under the direction of the Local Manager of Community Corrections, a probation officer assesses risks and needs, case manages and supervises adult clients subject to community supervision; assists the Court and other decisions makers in determining appropriate dispositions; responds to client risk and needs through case management and the application of the risk, need, responsivity principles; encourages changes in thinking and behaviour through a variety of individual and group interventions; and acts as a community resource.

Probation officer functions relatively independently as an 'officer of the court,' but under the supervision of the Local Manager. The probation officer may be one of several probation officers working as a team in an office, or working as part of a team from a remote location. The Local Manager reports to the Regional Director, who is operationally responsible for several community corrections offices.

ACCOUNTABILITIES

1. Assesses, manages and supervises cases according to risk and need by:

- a. supervising, according to judicial or quasi-judicial orders, adults who have been placed on probation, conditional sentence, temporary absence, bail, recognizances/peace bond orders, and alternative measures agreements;
- b. ensuring the conditions of these orders are understood and adhered to by the clients and that any violations of the conditions are reported to the Court, Crown Counsel, adult custody centre, or other appropriate agency, as per Branch policy;

- c. assessing client risks and needs through the application of Risk/Needs Assessment tools;
- d. developing and applying an individual case management approach, pursuant to policy, that is guided by, and continues to re-evaluate, the risk needs responsivity principle with the ultimate goal of reducing criminal behavior;
- e. conducting in-person structured and focused interviews, home visits and telephone interviews utilizing the risk needs responsivity principle in order to ensure the client's compliance with the conditions of supervision, verify client information with collateral sources, and address criminogenic needs;
- f. assisting clients in meeting and complying with the legal obligations of their community supervision orders, and responding to their criminogenic needs through a variety of interventions including: enforcement, program delivery, structured and focused interviewing, positive rapport building, rewarding pro-social behaviours, counseling, use of Core Concepts, use of Essential Skills to Success, participation in clinical support meetings, and liaison with and referral to other agencies;
- g. having an awareness of appropriate community resources in order to respond appropriately to the cultural needs of clients;
- h. having an awareness of appropriate community resources in order to respond to clients in crisis situations or to address case management needs such as counselling or cultural programming.
- i. coordinating and/or facilitating programs to groups of clients (i.e. Core Programs, Sex Offender Maintenance);
- j. providing specialized 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;
- k. working with community agencies, and other justice agencies in the management of clients under supervision and seeking case consultation as required;
- l. assigning and overseeing tasks completed by secondary case managers and Aboriginal Justice Workers; providing secondary case management for other offices and/or jurisdictions to monitor and report the behaviour and status of clients
- m. providing notification and information to victims, public, or other agencies, as appropriate, within the confines of legislation and Branch policy;
- n. providing victims of domestic violence and sex offences with further information and support as per Branch policy;
- o. utilizing technology to augment or replace modes of supervision as appropriate (i.e. electronic monitoring and eReporting);
- p. maintaining client records, as per Branch policy, within automated systems and the physical (paper) file; and
- q. ensuring accurate calculation of Conditional Sentence Orders.

2. Assists the Court, and other decision makers in determining appropriate dispositions or conditions of community supervision by:

- a. initiating and/or conducting investigations and preparing reports;
- b. gathering and analyzing documentation from various sources to determine their accuracy and relevance to the investigation;

- c. interviewing clients, victims, or collateral contacts (in the office, in institutions/facilities, their home or in the community) for the purpose of gathering social, personal, health, court and correctional history; and preparing risk/needs assessments, which includes determining current circumstances, and factors impacting responsiveness to interventions;
- d. assisting the Court in determining sentencing options by proposing interventions available in the community and custody settings with particular attention to the circumstances to aboriginal offenders;
- e. presenting to the Court, or other decision makers, in written or verbal form, information obtained through investigations, in a professional manner following Branch policy;
- f. maintaining and applying an accurate knowledge base of legislation, programs, policies, services and community resources;
- g. preparing other reports as may be requested by Crown Counsel or adult custody centres, with respect to client progress, risk and needs, or conditional release;
- h. fulfilling the role of “officer of the court” which may include laying and/or swearing information (including breaches) and making 810.1/810.2 Recognizance applications. This requires knowledge of the role, mandate, and authority of a Probation Officer, the need for professionalism, impartiality, honesty, integrity, and proper courtroom etiquette; and
- i. providing information to Criminal Justice Partners regarding enforcement, sentencing options, community resources and/or client status.

3. Acts as a community resource person by:

- a. participating in justice or social services committees or meetings to share information and problem solve in an effort to enhance community safety and services to clients;
- b. responding to inquiries and handling of routine requests for information and assistance;
- c. being involved in the promotion and development of community resources that fall within the mandate of the Correction's Branch; and
- d. speaking to community members about the role of the Corrections Branch and Community Corrections, to further public education and promote diversity in recruitment.

4. May perform other duties as required, such as:

- a. serving on internal/external committees, projects and focus groups and attending related meetings and/or training as required;
- b. providing input into Branch policies, programs and procedures;
- c. driving government vehicle to various locations required to perform the duties of a Probation Officer;
- d. preparing or assisting in the preparation of critical incident reports or file summaries at the request of the Local Manager/Senior Probation Officer;
- e. providing input into development and maintenance of office procedures and safety protocols;
- f. taking on specific roles in the office such as vehicle fleet manager, equipment management, first aid duties;
- g. participating in research projects;
- h. assisting the Local Manager and/or Senior Probation Officer in mentoring/orienting/tutoring new staff, students and/or volunteers; and
- i. liaison with contractors or programs.

WORKING CONDITIONS

Probation Officers 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 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. .

JOB REQUIREMENTS

Minimum Requirements:

- Bachelor's Degree (4 years; 120 credits) from a recognized Canadian Institution.
- Successful completion of the Adult Probation Officer pre-requisite course (CORR1000)
- Language Proficiency Index – minimum Level 5.
- Perform computer and keyboard skills. (Minimum 30 wpm).
- Valid Class 5 B.C. driver's license. A valid Class 7 may be considered.

Preferred Requirements:

Preference may be given to applicants with the following:

- Bachelor's Degree in a related social science (social work, sociology, psychology, criminology or education); or
- Bachelor's Degree with at least 30 credits in a related social science.

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BEHAVIOURAL COMPETENCIES

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