



Job Specification

Position Title: PROBATION AND PAROLE OFFICER
Job Code: OPSEU - Probation Officer 2, 10172
Job ID: 33468

Purpose of Position:

To provide probation, parole and conditional sentence services to adult offenders, courts, Ontario Board of Parole and related agencies in the criminal justice system through case management, preparation of reports, enforcement, the development/provision of ministry in-house programs and the utilization of community resources.

Duties/Responsibilities:

- 1) Assessing criminogenic risk, developing/implementing offender case management plans and providing individual and/or group rehabilitative interventions and other case management services to correctional clients.
- 2) Preparing reports ordered by the courts (e.g. PSRs, PDRs) and Ontario Parole Board (e.g. PPRs) and such other reports as may be required, for the purposes of recommending suitable rehabilitation plans and conditions to enhance public safety.
- 3) Monitoring and enforcing conditions of court orders (e.g. probation orders, conditional sentence orders, orders of disposition), and parole certificates; reporting violation/breaches and recommending and/or initiating corrective or enforcement action.
- 4) Maintaining required written/electronic case documentation and statistics and complying with all ministry administrative standards and directives.
- 5) Coordinating case management of offenders through referral to / utilization of community resources.
- 6) Performing Institution Liaison (ILO) and Court Liaison (CLO) and Residential Liaison (RLO) functions as assigned by the Area Manager.
- 7) Conducting community and home visits / investigations for the purpose of ensuring public safety and offender rehabilitation.
- 8) Establishing and maintaining effective liaison with offender collateral contacts to promote a rehabilitative environment and address criminogenic factors.
- 9) Contacting victims, where required, to assist and promote their safety and ensure offender compliance with legal requirements.
- 10) Participating in the development, delivery, monitoring and evaluation of community corrections initiatives.
- 11) Other Duties As Assigned.

Knowledge:

Job requires a sound knowledge of social work theories including analytical skills to prepare reports for the courts to assist in disposition and enforcement; to interact and exchange client information with professionals and judicial officials; to interview clients and assess client needs to establish a plan for rehabilitation.

Job requires knowledge of provincial probation/parole programs, ministry policies/practices/standards in the areas of counseling and legal administration and specific knowledge of relevant sections of legislation, such as the Ministry of Correctional Services Act, Criminal Code of Canada, Child and Family Services Act. Job requires knowledge of courts, legal and related administrative practices and procedures to carry out duties related to case management and to take legal action with respect to enforcement. Job requires ability to effectively utilize community services organizations and agencies to provide case management

and referral services. Demonstrated ability in use of computer technology to access computerized offender management system and word processing equipment/software packages to input/retrieve offender data, prepare reports and maintain case documentation and statistics.

Staffing and Licensing Requirements:

Job requires successful completion of the prescribed Ministry PPO basic training program and a Bachelor of Arts degree, preferably in the social sciences, from a university of recognized standing. Class G drivers licence is also required.

Skills:

Job requires analytical, investigative and evaluative skills to assess and implement case management strategies focusing on criminogenic risk factors. Job requires interviewing and counseling skills to assess client needs and supervision requirements, as ordered by the court and to establish a plan for rehabilitation. Job requires: resolving problems by monitoring, evaluating, and modifying supervision plans; resolving enforcement/reporting issues by referring matters to the court and/or community agencies for assistance and direction; providing case management. Job requires written and oral communication skills to write comprehensive reports (e.g. pre-sentence, pre-parole, pre-disposition) and to exchange information using legal terminology when conferring with a variety of individuals such as judges, lawyers, medical professionals, social workers, police, clients, and community agency staff. Job requires interpersonal skills to communicate with the courts and community resources and to participate in team meetings. Job requires communication skills to provide counseling, group work programs and advocacy services for a diverse client group. Job requires skills to motivate clients to comply with court orders/parole certificates.

Freedom of Action:

Job requires working within provincial probation and parole policies/procedures, service delivery model and relevant sections of legislation, including confidentiality and conflict of interest requirements when: making decisions with respect to compliance with court orders, conditional sentence orders and parole certificates, determining appropriate intervention techniques for offender supervision, making referrals to community resources, and when re-assessing case management plans / plans of care. Manager ensures adherence to ministry standards by regular audits and file reviews of case management processes including documentation, and LSIOR application. Job requires referring unusual problems, contentious issues, or those issues governed by legislation.



More Information

It is our goal to provide a balanced overview of the position, including the unique aspects of the job. This supplementary information complements the job ad and job spec. We believe this will better equip you to be able to make an informed decision to apply, and in turn helps us to hire the person who understands, accepts and is motivated to perform all aspects of the job.

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Details:

Overnight accommodations may also be required in fly-in First Nation and distant reporting communities.

Amount of Travel:

Travel as required, which may include travel to fly-in First Nation communities and distant remote reporting centres.