

ADD TO GROSS	Y
DEPTID Descr	VHA-Victoria Yth. Custody Cent

Sum of Amount			Year			
NAME	JOB CODE DESCR	POSITION Title	2003	2004	2005	2006
s.15 ,Christian	Correctional Services R16	Youth Supervisor	\$49,641.92	\$48,161.03	\$48,242.24	\$52,643.41
,Christian Total			\$49,641.92	\$48,161.03	\$48,242.24	\$52,643.41



**PROVINCE OF BRITISH COLUMBIA  
MINISTRY OF CHILDREN & FAMILY DEVELOPMENT  
STANDARD JOB DESCRIPTION**

<b>JOB TITLE:</b> Youth Supervisor	<b>CURRENT CLASSIFICATION/GRID:</b> Correctional Services N15	<b>CHIPS #:</b>	<b>NOC:</b> 6462
<b>JOB TITLE OF IMMEDIATE SUPERVISOR</b>	<b>SUPERVISOR'S CLASS/GRID</b>	<b>CHIPS #</b>	
Shift Supervisor (SCO 1)	Correctional Services N21 or N24		
<b>DIVISION</b>	<b>BRANCH</b>	<b>LOCATION</b>	
Child & Youth Mental Health & Youth Justice	Youth Custody	Various	

**JOB SUMMARY:**

The Youth Supervisor is responsible for maintaining rules and standards of good order and discipline within established policies and procedures; maintaining the custody, safety and supervision of residents; maintaining effective control of residents through appropriate human relations skills and, where necessary, authority; organizing, instructing and supervising residents participating in all Centre activities; providing case management to assigned residents; at all times being a positive influence on residents through appropriate role-modelling and leadership; and performing other duties as required.

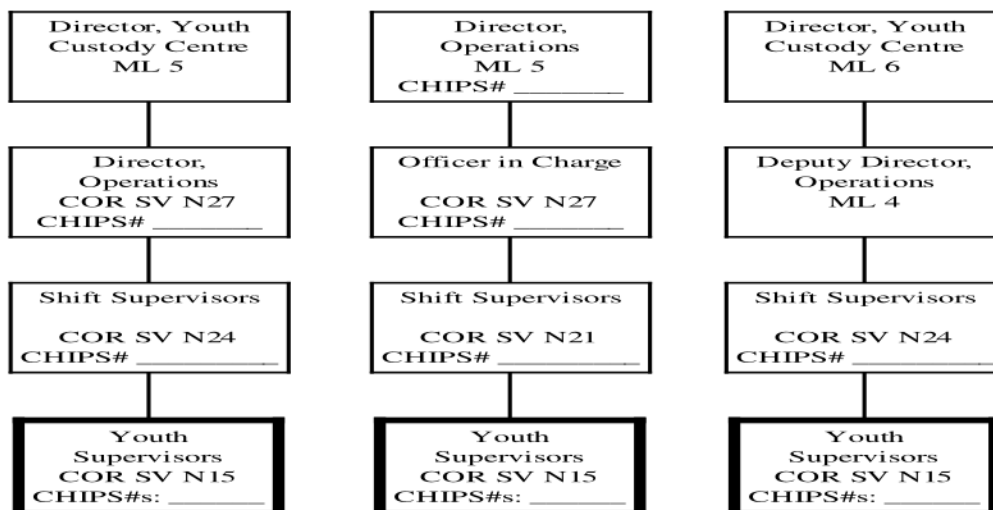
**JOB DUTIES:**

1. Supervises residents by: 45 %
  - a. consistently applying current policy and training to constructively affect and contribute to the positive conduct and behaviour of residents;
  - b. assisting and encouraging residents to accept responsibility for their actions;
  - c. providing group and individual guidance so that residents acquire positive and appropriate skills and knowledge;
  - d. at all times being a positive influence on residents through role-modelling and leadership;
  - e. observing resident behaviour and consistently providing constructive feedback;
  - f. initiating, planning, organizing and implementing program opportunities for residents;
  - g. ensuring distribution and recording of medications as per instructions;
  - h. supervising work, recreation, and leisure programs to ensure program objectives are met and to encourage residents to participate;
  - i. maintaining ongoing, positive interpersonal contact with residents at all times and especially during times when the resident is experiencing increased levels of stress;
  - j. ensuring that all residents under his/her supervision understand the programs, activities and opportunities that are available within the centre and assisting the residents in accessing these services;
  - k. participating in the development and delivery of Core and other programs that benefit rehabilitation and reintegration of youth.
2. Maintains safe and secure custody of residents by: 40 %
  - a. at the commencement of each shift, ensuring all alarm, communication and security equipment is checked and their status communicated to the shift supervisor;
  - b. reviewing all new safety and security information at the commencement of each shift. This includes progress and other logs, policy, incident reports, electronic mail, verbal reports, etc.;
  - c. reporting security breaches or irregularities to the shift supervisor;
  - d. conducting formal and informal resident counts during the shift;
  - e. conducting security and integrity checks as per policy;

- f. monitoring communications networks at all times;
  - g. patrolling assigned areas on a frequent but irregular basis to ensure safety and security of staff and residents;
  - h. conducting searches of units and residents as appropriate and required;
  - i. maintaining rules and standards of good order and discipline within established guidelines, consistently enforcing and adhering to standards, policies, and local standing orders, directives or established procedures and ensuring safety regulations pertaining to the centre, vehicles, equipment and programs are followed at all times;
  - j. participating in emergency procedures on and off the designated property as required;
  - k. recording behavioural concerns/comments in appropriate logs and communicating same to the shift supervisor.
3. Provides case management by: 10%
- a. meeting with assigned residents on a regular and consistent basis;
  - b. counselling assigned residents as appropriate;
  - c. identifying personal strengths and weaknesses of assigned residents;
  - d. in conjunction with residents, developing, initiating and implementing short and long term goals and objectives that will constructively benefit them;
  - e. communicating assigned residents' goals and objectives to co-workers and supervisors and seeking their feedback;
  - f. in conjunction with assigned residents, consistently and frequently reviewing progress in terms of conduct, goals, objectives, and sentence and release plans and providing constructive feedback as appropriate;
  - g. acting as an advocate for assigned residents;
  - h. ensuring all reports are completed as per policy and in a timely manner;
  - i. providing assigned residents with accurate information on how the *Youth Criminal Justice Act* and various rules and regulations impact them, i.e. section 103 & 108 Reviews, Reintegration Leaves, resident orientation packages, etc.
  - j. being familiar with the case management plans, goals and objectives of all assigned residents so that appropriate responses can most effectively be communicated to them.
4. Performs other duties, such as: 5 %
- a. regularly reviewing related legislation and policy, paying particular attention to the Manual of Operations – Youth Custody Programs and Local Standing Orders and directives;
  - b. providing training to new staff as directed.

#### ORGANIZATION CHART:

Following are typical organizational settings for this position:



**JOB DESCRIPTION CERTIFICATION:**

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I have read this job description:

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Incumbent's Signature

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Name (print)

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Date

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This job description is an accurate statement of the position's assigned duties, responsibilities, and reporting relationships **effective** \_\_\_\_\_, **20**\_\_\_\_ *(For a new position, specify the date of its creation. For an existing position, state the date the duties and reporting relationships described above were assigned to it. If the position is encumbered, specify the date these duties were assigned to, and performed by, the incumbent.);*

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Supervisor's Signature

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Name (print)

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Date

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Excluded Manager's Signature

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Name (print)

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Date

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I am accountable for and approve the salary costs that result from this position's classification:

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Spending Authority's Signature

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Name (print)

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Date

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In accordance with the conditions and accountabilities of my delegated classification authority, I confirm that this job description and organization chart accurately depict the position's duties and reporting relationships and approve its classification as COR SV N15.

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Manager-Delegate's Signature

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Name (print)

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Date

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## **STAFFING CRITERIA:**

### **Education:**

- Grade 12 diploma, with supplementary courses in human behaviour, and five years related work experience, preferably with youth; or
- Diploma in a related field and three years related work experience, preferably with youth; or
- Bachelor Degree in a related field (e.g. psychology, sociology, social work, child care, criminology) and one year related work experience, preferably with youth; and
- Successful completion of the Youth Custody Worker Employment Readiness Course offered by the Justice Institute of B.C.

### **Knowledge:**

- Knowledge of adolescent behaviour.
- Knowledge of the *Youth Criminal Justice Act*, the *Corrections Act*, Manual of Operations – Youth Custody Programs, Local Standing Orders and other related policies, procedures and directives.

### **Skills and Abilities:**

- Demonstrated ability to direct and provide counselling to young offenders in individual and group activities or work settings.
- Ability to identify young offenders' problems and plan suitable solutions, in conjunction with specialists.
- Ability to direct and control hostile, aggressive behaviour.
- Ability to communicate effectively, verbally and in writing; confidence, initiative, tact, and good judgement.
- Some specialized skills (e.g. Wilderness skills, ability to work with the mentally disordered, trades experience) may be required or considered an asset in certain types of facilities (e.g. Forest camps).
- Ability to work in a stressful environment and cope with hostile situations.

### **Provisos:**

- Must be a Canadian citizen or have permanent residence status.
- Will be required to sign a Standards of Conduct document.
- Must successfully undergo the physical fitness abilities test (COPAT) and medical evaluation by Government Employee Health Services.
- May be required to possess a valid Class 4 BC Driver's License.
- Must consent to a criminal records check.
- Must possess a valid first aid certificate.
- Must be able to work in a physically demanding job where physical force and restraint are used.