

JOB DESCRIPTION

Benchmark Job #336

Ministry: Children and Families
Branch: Family and Child Services
Location: Vancouver

Working Title: **Clinical Supervisor - Youth Probation**
Level: Range 27
Classification: Social Program Officer

PRIMARY FUNCTION

To plan, coordinate and evaluate the delivery of youth probation services within a Family and Child Service (F&CS) Centre.

JOB DUTIES AND TASKS

1. Directs and monitors the delivery of youth probation services in a F & CS Centre
 - a. plans, implements and coordinates the delivery of youth probation services
 - b. monitors, reviews and evaluates the delivery of services against standards of practice and effectiveness to ensure compliance with legislation, standards and operating policy
 - c. ensures effective case management by maintaining close liaison with other clinical supervisors to exchange information relating to specific cases and to integrate the probation service with other programs
 - d. provides input into the overall planning and direction setting of the Centre as a member of the Centre's management team
 - e. monitors the exercise of delegated authority under youth probation legislation
 - f. prepares and administers assigned budget for Youth Probation within the Centre
2. Supervises, trains and recruits Youth Probation Officers (5 FTEs)
 - a. interprets and instructs staff on the intent of policy, Ministry mandate, philosophy, acts, regulations and procedures
 - b. assigns work, sets priorities and reviews work in progress and on completion
 - c. identifies training needs and facilitates training initiatives to support professional development
 - d. appraises employee performance and takes disciplinary action if required
 - e. provides consultation and technical advice on case management issues
3. Delivers probation services to a client caseload
 - a. supervises youths on probation, parole, diversion plans, temporary absences, community service orders, bail or recognizance orders
 - b. assists offenders in meeting and complying with legal obligations of court orders
 - c. ensures court orders are adhered to and reports violations to Court, Crown Counsel or other appropriate agencies
 - d. designs individual action plans for clients and conducts home visits as required
 - e. provides direction, guidance, counselling and assistance to offenders in dealing with personal problems
 - f. initiates and conducts investigations including conducting interviews to gather social/personal information
 - g. prepares pre-sentence, pre-disposition or community assessment reports, makes recommendations on case disposition and presents information to the Courts or other appropriate agencies
 - h. attends court and provides information to Crown or Defence Counsel or Judges

REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p>JOB KNOWLEDGE Understand the theory of criminology to plan, and coordinate the delivery of youth probation services in a Family and Child Service Centre.</p>	H	280
2	<p>MENTAL DEMANDS Judgement to plan, organize and evaluate the delivery of youth probation services to children and families within a community Family and Child Service Centre.</p>	H	250
3	<p>INTERPERSONAL COMMUNICATION SKILLS Influence and formal counselling skills required to provide therapy to initiate behavioural change with offenders and families where the parties are not cooperative.</p>	E	60
4	<p>PHYSICAL COORDINATION AND DEXTERITY Moderate coordination and dexterity required to drive vehicle to client's homes, court and community agencies.</p>	C	15
5	<p>RESPONSIBILITY FOR WORK ASSIGNMENTS Guided by general ministry policies and counselling standards, plan the delivery of youth probation services within a Family and Child Service Centre.</p>	F	160
6	<p>RESPONSIBILITY FOR FINANCIAL RESOURCES Moderate financial responsibility to administer the Youth Correction part of the local budget and ensure expenditures are within set limits.</p>	D	22.5
7	<p>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION Moderate responsibility to set up and maintain a project information system of client information, case notes and documentation.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	RESPONSIBILITY FOR HUMAN RESOURCES Responsibility to supervise Youth Probation Officers, appraise employee performance and take disciplinary action (5 FTEs).	DE	20
9	RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS High level of care and attention to supervise the delivery of youth probation services in a Family and Child Service Centre.	F	50
10	SENSORY EFFORT/MULTIPLE DEMANDS Focused sensory concentration to frequently listen and observe while conducting interviews and assessments of clients and providing counselling.	C	12
11	PHYSICAL EFFORT Moderate physical effort to frequently focus visual attention to computer screen and printed reports and documents while reviewing client information and documenting client meetings.	C	12
12	SURROUNDINGS Exposure to frequent unpleasant dealings with upset youth probation clients and their families.	C	6
13	HAZARDS Significant exposure to hazards from frequently working around clients in a probation setting who may react violently.	D	9

Total Points: 911.5

Level: Range 27