

# JOB DESCRIPTION

Benchmark Job #286

Ministry: Attorney General  
Branch: Corrections  
Location: Vancouver

Working Title:  
Level:  
Classification:

**Probation Interviewer**  
Range 12  
Probation Interviewer

## PRIMARY FUNCTION

To monitor low risk offenders on bail or probation that do not require extensive case work (i.e. excludes sex, mentally disordered, or spousal abuse offenders or media sensitive cases).

## JOB DUTIES AND TASKS

1. Monitors offenders on bail or probation following a preliminary risk assessment conducted by a Probation Officer
  - a. ensures conditions of court orders are fulfilled and reports violations to appropriate authorities
  - b. ensures offender is aware of the terms of the court order and the consequences of violations
  - c. prepares and presents community assessments for Temporary Absence or Parole applications for review and approval by the Local Director
  - d. interviews offenders and victims to gather information for Probation Officers, preparing pre-disposition and pre-sentence reports
  - e. monitors behaviour and progress of offenders and documents information in weekly/monthly reports
  - f. gathers information relating to individual breaches of probation
2. Carries out offender - specific case plans
  - a. follows a case plan specific to the needs of each offender, which has been developed by a Probation Officer
  - b. provides information to offenders regarding community resources
  - c. makes referrals on behalf of offender to community agencies
  - d. assists offender in finding employment and with employment interviews
  - e. exchanges information with community agencies to keep up-to-date on available resources
3. Function as an Intake Worker for offender on initial referral to the office from court or on transfer from other office
  - a. completes, and provides offender with, Intake Report to ensure offender understands probation order and conditions and consequences of non-compliance
  - b. provides information to offender on complaint procedures, pardon process and FOI
  - c. books offender's first appointment date with assigned Probation Officer
4. Performs other related duties
  - a. sets up and enters documentation and information onto case management files
  - b. maintains duty roster of Probation Officer caseloads
  - c. conducts home visits accompanied by Probation Officer



## REASON FOR CLASSIFICATION

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
1	<p><b>JOB KNOWLEDGE</b> Understand and apply the accepted methods of probation monitoring to monitor low risk offenders, not requiring extensive case work, on bail or probation; interviews offenders and victims to gather pre-sentence/pre-disposition report information for Probation Officers, gather information on breaches of probation and report violations to the court and refer offenders to other social agencies.</p>	E	145
2	<p><b>MENTAL DEMANDS</b> Judgement to assess court requirements and choose an approach using a combination of accepted correctional methods to monitor low risk offenders on bail or probation and follow offender-specific case plans, ensure conditions of court orders are fulfilled, and determine if conditions have been breached.</p>	D	100
3	<p><b>INTERPERSONAL COMMUNICATIONS SKILL</b> Persuasion required to use basic counselling skills to induce cooperation while interviewing offenders to gather information for pre-sentence reports.</p>	D	45
4	<p><b>PHYSICAL COORDINATION AND DEXTERITY</b> Moderate coordination and dexterity required to drive vehicle to conduct home visits accompanied by Probation Officers.</p>	C	15
5	<p><b>RESPONSIBILITY FOR WORK ASSIGNMENTS</b> Guided by specific procedures or instructions, selects a course of action to follow case specific plans for low risk offenders on bail or probation; make referrals to outside agencies; and prepare reports, assessments and applications for review by the Local Director.</p>	C	50
6	<p><b>RESPONSIBILITY FOR FINANCIAL RESOURCES</b> No financial responsibility.</p>	A	5
7	<p><b>RESPONSIBILITY FOR PHYSICAL ASSETS/INFORMATION</b> Moderate responsibility to set up and maintain case files.</p>	C	15

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FACTOR NO.	REASON FOR CLASSIFICATION	DEGREE	CLASS. POINTS
8	<b>RESPONSIBILITY FOR HUMAN RESOURCES</b> No responsibility for human resources.	A	5
9	<b>RESPONSIBILITY FOR WELL BEING/SAFETY OF OTHERS</b> Significant care and attention to monitor offenders on bail or probation and report breaches to the court.	D	25
10	<b>SENSORY EFFORT/MULTIPLE DEMANDS</b> Focused sensory concentration to frequently visually focus on screen and use a computer to prepare reports, assessments and applications.	C	12
11	<b>PHYSICAL EFFORT</b> Moderate physical effort to frequently focus visual attention to court documents, breach reports, community assessments, case files, etc.	C	12
12	<b>SURROUNDINGS</b> Exposure to frequent unpleasant dealings with upset adult offenders during case management interviews.	C	6
13	<b>HAZARDS</b> Significant exposure to hazards from frequently working around adult offenders who may react violently.	D	9

**Total Points: 444**

**Level: Range 12**