

Job Title: Correctional Officer (Employment Equity Designated)

Apply By: 10/18/2019

Justice

Correctional Officer (Employment Equity Designated), Relief, Multiple Locations

Competition # 20370

Employment Equity Designation and Work Locations

This posting is restricted to applications from **Aboriginal People and African Nova Scotians**. Candidates must self-identify on their cover letter and indicate which casual relief location(s) they are applying for (Sydney, Dartmouth, Pictou or Yarmouth).

About Us

The Correctional Services division of the Department of Justice is responsible for the administration and operation of community and custody-based programs and services for adult offenders and young persons.

Within the Correctional Services core business area there are two programs: community corrections & correctional facilities. Each of these program areas is broken down into closely related activities that have a specific impact on the program's target group.

About Our Opportunity

Under the general supervision of the Captain, you will be responsible on a rotating shift basis for the safe secure custody, control and supervision of sentence and remand offenders in an adult correctional facility. You will perform all Correctional Officer duties associated with the shift assignment in areas of the facility such as Offender Living Units, Admission & Discharge, Reception/Visitation, Recreation, Laundry, Canteen Services and for administrative functions related to JEIN and the Offender Behavioral Management System.

As the Correctional Officer you are also responsible for: regular and ongoing interaction with offenders, encouraging pro-social behaviour; promoting and adhering to policy and procedures, standard operating procedures, post orders and directives by conducting offender counts and searches; report writing; offender security and safety; and physical plant cleanliness and maintenance requirements.

Relief employees have no set schedule or guarantee of hours.**About You**

Successful candidates must possess a high school diploma plus two (2) years related experience; or an equivalent combination of training and experience may be acceptable. Acceptable equivalents include a post-secondary certificate or diploma from an accredited Correctional Officer program or a university degree in a relevant field of study or five (5) years of continuous full-time employment, training and relevant experience may be considered.

Experience in law enforcement, security, the military or as a Correctional Officer would be an asset. Knowledge or experience working in a computerized/automated environment is an asset. Some previous leadership experience, i.e. leading youth programs, groups or committees, would also be an asset.

Selection Process

This selection process will include:

- Screening of applications
- COPAT assessment (medical form required – refer to link below)
- Competency interview
- Pre-employment questionnaire and interview (refer to link below)
- Background checks

At the completion of each stage, only candidates that are successful will move onto the next stage. More details on the various stage can be found in the Other Considerations section of this posting.

COPAT (Medical Form Required)

Go to <https://novascotia.ca/just/Corrections/recruitment/> for more information on the Corrections Recruitment & Selection process, the medical form, the COPAT and the suggested 6-week, pre-test training program. Candidates should not expect to pass the COPAT if they are not currently physically fit and do not undertake some preparatory training. Qualified applicants will be invited to complete the Correctional Officer Physical Abilities Test (COPAT) to be eligible to attend a job interview.

Applicants who successfully complete the COPAT may be invited to attend a competency-based job interview. During the interview, applicants must demonstrate well developed communication, interpersonal and interviewing/counseling and conflict resolution skills to deal effectively with offenders and function well as a member of the team. The interview will assess the applicants' integrity, communication, observation, offender management, safety & security and conflict management. At the job interview candidates will be issued a pre-employment questionnaire. If you are called for the next phase, the pre-employment interview, you will be asked to bring the completed questionnaire with you. The questionnaire focuses on honesty and integrity and candidates must answer all questions accurately and truthfully. Dishonesty or non-disclosure will result in elimination of the candidate's application.

Pre Employment Questionnaire

Go to <https://novascotia.ca/just/Corrections/recruitment/questionnaire.asp> to review the pre-employment questionnaire.

Successful candidates, prior to starting training, must provide a copy of a valid driver's license, a driver's abstract, and proof of all stated education and training. At this stage, candidates will also be asked to submit results from fingerprinting and a vulnerable sector check, and a child abuse registry check.

Other Considerations

Candidates who are successful in the hiring process must provide a copy of the unexpired Emergency First Aid certificate prior to the start of the recruit training program.

Relief employees fill gaps in the schedule and replace full time employees when operational requirements demand as determined by the Employer. The successful candidate is required to work a shift rotation which includes day time hours, evenings, nights and weekends. The facility is a 24-hour operations and is a tobacco-free environment.

Pay Grade: ACC 04

Salary Range: \$24.89 - \$30.52

A relief employee is an employee who is not regularly scheduled by the Employer, but who works relief assignments on an as-needed basis as operational requirements demand. As such, a relief employee does not have guaranteed hours of work.

Please note: when competing for vacancies, a successful Temporary, Term or Permanent Relief Employee who is currently employed with the Province will maintain their bargaining unit status, seniority and benefit level at the new workplace.

If applying from outside a government office, employees must apply correctly via this link:

Our goal is to be a diverse workforce that is representative, at all job levels, of the citizens we serve. The Government of Nova Scotia has an Employment Equity Policy and we welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible Persons, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups, you are encouraged to self-identify on your electronic application.

Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. For questions or concerns, please contact Competitions@novascotia.ca.



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