



**JOB DESCRIPTION**

**Position Information**

<b>Position Number</b>	<b>Position Title</b> Behavioural Technologist	
<b>Position Classification</b> WP-03	<b>Effective Date</b>	
<b>Decision Number</b> NAT-2228	<b>Job Code</b>	<b>National Occupational Classification</b> 3144 - Other Professional Occupations: Therapy & Assess
<b>Department/Agency</b> Correctional Service Canada	<b>Grievance Officer</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Office Code</b>
<b>Organizational Component (Branch/Division)</b> Health Services	<b>Geographic Location</b>	
<b>Language Requirements</b>	<b>Linguistic Profile</b>	
<b>Communication Requirements</b>	<b>Security Requirements</b>	

**Supervisor Information**

<b>Position Number</b> Various	<b>Position Title</b> Various	<b>Position Classification</b> Various
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**Employee Statement**

I have been given the opportunity to read and comment on the content of this job description.

<b>Name of Employee</b>	<b>Signature</b>	<b>Date</b>
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**Supervisor Statement**

This job description accurately describes the work assigned to this position.

<b>Name of Supervisor</b>	<b>Signature</b>	<b>Date</b>
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**Manager Authorization**

This job description accurately describes the work assigned to this position.

<b>Name and Title of Manager</b>	<b>Signature</b>	<b>Date</b>
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## JOB DESCRIPTION

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### Client Service Results

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Evaluation of mental health and behavioural needs for patient offenders, and provision of related interventions within an institutional, treatment or community correctional environment under the supervision of the Correctional Service of Canada (CSC).

Some client services may be provided under the clinical supervision of a licensed mental health professional in keeping with the standards of the professions' applicable provincial or territorial registering authority.

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### Key Activities

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As part of an interdisciplinary team, intervenes in mental health crises; assesses the patient's functional, behavioural, psychosocial and mental health needs; plans, implements and delivers related interventions and services; evaluates completed interventions and communicates results; recommends levels of observation for patients presenting a risk for suicidal or self-injurious thoughts and behaviours, and provides non-suicidal or non-self-injurious crisis intervention.

Prioritizes mental health referrals; analyzes and integrates case information, and develops intervention targets that optimize mental health and emotional wellbeing of patients; provides mental health or behavioural interventions and follow-ups; and makes referrals to other departments, disciplines, and professionals.

Consults with the patient, and collaborates with members of the interdisciplinary team to plan, coordinate, provide and facilitate individual or group interventions in accordance with the patient's identified mental health or behavioural needs; and proposes, researches, and develops clinical assessment and intervention aids specific to mental health and behaviour management within a correctional environment.

Completes psychosocial histories to support the completion of case formulation, psychological risk assessments and diagnostic assessments; administers, scores, and summarizes self-report psychometrics; writes and documents mental health or behavioural assessments, comprehensive intervention and operational reports, according to guidelines and standards.

Liaises with members of the interdisciplinary team and community partners to exchange information and provide continuity of care for clients; participates and represents the department at interdisciplinary team meetings and case conferences to explain the role of behavioural technologists in patients' risk management.

Assists with research projects and project coordination; ensures conformity to quality assurance procedures and policies, as well as compliance with national standards and accreditation requirements for effective health service delivery.

Provides coaching, mentoring and supervision to behavioural technologist practicum students; offers information to other correctional staff and colleagues to ensure referral criteria is met; presents clinical opinions to different clinicians and managers regarding the needs of patients; and educates and provides information on possible services available to patients.

Identifies required materials for individual or group interventions, and ensures approval of items by authoritative committees; contributes to the hiring process of behavioural technologists; and inputs data, reviews documents, and prepares charts, reports and presentation material.

The incumbent of this position has the Peace Officer Designation.

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### Skills and Knowledge

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Knowledge of the practices, theories, and principles of human behaviour, social learning, as well as of psychopathology and mental health disorders, in order to assess mental health status of clients; identify areas of intervention need; research and develop interventions that are culturally appropriate; and provide various interventions for mental health and behaviour issues or in relation to self-harm and suicide.

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Knowledge of the principles of effective mental health and behavioural interventions, and of adult education, skill teaching and group leadership techniques, as well as learning strategies, in order to facilitate the delivery of group or individual interventions, and adapt these interventions to the needs and capacities of clients.

Knowledge of the techniques, practices and procedures specific to mental health and behaviour assessment and modification, as well as psychometric tests, in order to collect data during patient intake and screening; use observation methods and practices of evidence-based interventions; assess intervention targets, measure gains, and adjust intervention strategies; contribute to the patient's health, rehabilitation and risk reduction.

Knowledge of current research methodologies and statistical procedures, in order to assess and interpret research reports on clinical issues related to forensic behaviour, mental health and rehabilitation.

Knowledge of psychotropic medications, their uses and their effects, in order to understand and provide information about the impacts of medication or changes in medication on behaviours and mental status; participate in mental status assessments; and assist with referrals to psychiatry.

Knowledge of behavioural intervention techniques, counselling, negotiating, crisis and suicide prevention techniques, in order to manage various situations and reduce potential harm caused to self or others.

Knowledge of the Behavioural Technologist field and how it relates to the CSC, in order to provide high-quality patient care; offer behavioural assessment and intervention within a correctional setting; explain to team members the procedures and policies governing the services provided by behavioural technologists; exchange information about the patient's mental health needs using formal behavioural or clinical language.

Knowledge of the roles and responsibilities of the organization's operational groups, in order to understand the connections among the professions, choose action plan for mental health or behavioural interventions within a correctional environment, prevent overlap in services, and provide advice to managers on best intervention activities to address behavioural and mental health needs.

Knowledge of the CSC's mandate, priorities, objectives, organizational structure, operations, programs, policies, practices, procedures, and the profile and security levels of its different facilities, in order to promote the CSC's mission and intervention philosophy of health care services, and achieve intervention goals.

Knowledge of applicable acts and regulations, such as the Commissioner's Directives and laws governing the provision of mental health services, in order to intervene appropriately in mental health crises; share relevant patient information based on the "need to know" principle with members of the interdisciplinary team, mental health service providers, security, departmental units and community partners.

Knowledge of the Parole Board of Canada's (PBC) policies and practices related to community mental health work within the CSC, in order to understand the institutional and community expectations; and provide behavioural and mental health services that complement other services existing within the multidisciplinary team and the CSC.

Knowledge of the regulations, standards, practices and ethical principles of professional associations and clinical supervisors' regulatory colleges such as the College of Psychologists, Social Workers, Occupational Therapists and Nurses, in order to ensure provision of professional services; contribute in addressing the patients' presenting issues; refer clients to the clinical supervision of a licensed mental health professional.

Knowledge of services and interventions provided by the private sector, in order to provide information to patients about existing services; build community partnerships; and make recommendations for continuity of care in the community.

Knowledge of computer systems such as the Offender Management System (OMS), electronic medical records and various computer software applications, in order to perform duties while using the organization's computer and electronic filing systems.

Knowledge of the physical layout and fire safety routes of the facility, as well as security equipment including Fix Point Alarms and Fire Alarms, in order to ensure physical safety of self and patients in the event of a fire, emergency or volatile situations.

Knowledge of diversity policies and programs within mental health and corrections, in order to show empathy and sensitivity to diversity and culture; and provide mental health services that are sensitive to the needs of women, Indigenous and minority clients.

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Problem-solving and mediation skills, in order to identify, assess, and intervene promptly during crisis or in group conflicts; defuse and resolve tensions; recognize, manage and report patient safety issues and security-sensitive information; and explain to clients the need and duty to report incidents.

Interpretation and active listening skills, in order to understand questions from clinical supervisors or managers during individual or group meetings; observe and interpret non-verbal communication to assess mental health or behavioural problems, and monitor risk to safety of self and others.

Verbal, interpersonal, and public speaking skills, in order to build rapport and communicate with staff, agencies and community partners; answer questions and adapt communication to suit level of understanding of various individuals and groups; deliver interventions to patients and presentations to staff; explain behavioural concepts, apply clinical terminology, and provide clinical opinion and recommendations.

Written skills, in order to complete assessments, assist with research reports, develop intervention manuals; prepare, edit and maintain informative documentations, such as records of observations, assessments, presentations, intervention plans, and progress reports.

The work requires a knowledge of Section 10 of the Corrections and Conditional Release Act and Regulations and Section 2 of the Criminal Code of Canada in order to comply with the requirements of Peace Officer Designation. Written skills are required to prepare security incident reports and observation reports with respect to negative attitudes of offenders or the unacceptable behaviour of offenders in accordance with the requirements of Peace Officer Designation.

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## **Effort**

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### **Physical effort is required to:**

Sit and maintain eye focus for extended periods at a computer station, during training or when reviewing material; stand, walk and carry notepads or books when delivering information; move around when visiting work sites; reach to attain materials for intervention, such as handouts, stress balls, magazines, and books.

### **Intellectual effort is required to:**

Assess, mediate and contribute to effective management of crises, organizational disturbance or emergencies, without losing sight of the current context and long-term impact on the person, group and organization; generate options, and provide immediate intervention during crises while ensuring the safety of patients and staff; determine and consider the factors maintaining the crisis state, including mental health symptoms.

Research evidenced-based mental health and behavioural intervention approaches; develop and apply clinical assessment and intervention models that are adapted to a correctional environment and the patient needs; provide interventions to help clients improve interpersonal functioning; monitor and document the effectiveness of interventions, and share progress with multidisciplinary team.

Observe and analyze the client's relationship and interactions with their environment, the impacts of various settings and their influence on the client's mental health or behaviour; facilitate group activities and observe patient behaviours and group dynamics; establish favorable conditions facilitating the development of independence and supporting behavioural activation, skill development and adaptive coping strategies.

Analyze the patient's presenting issues by integrating information from diverse sources, including consultations with team members and observations during clinical supervision; and contribute to a case conceptualization that will address the patient's presenting issues.

Prepare the patient's case history by reviewing file documentation and consulting with members of the multidisciplinary team; enter patient's background information and summarize content of sessions to produce notes, reports and other clinical documentation; document assessments and interventions to assist in patient management, to facilitate continuity of care, and to support decisions by the PBC and staff.

Coordinate and manage the provision of services and interdisciplinary clinical care for individual caseload, for cases after triage, and for clients requiring crisis intervention; refer patients to the clinical supervision of a licensed mental health professional or appropriate discipline following discussions and consultations within the multidisciplinary team.

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Provide clinical opinion and information to different clinicians and managers regarding the needs and services available to patients; facilitate care within an interdisciplinary context; determine the necessity of ongoing monitoring; and contribute to the clients' mental health care with the goals of successful adjustment, social reintegration, self-management and reduction of risk to society.

Explain to correctional staff and colleagues the services provided by behavioural technologists; provide information, education and training through workshops, individual discussions or awareness sessions to educate staff on the principles of behaviour and reinforcement, to provide a clear approach to behaviour management, to ensure appropriate referral criteria is met, and to inform of existing mental health services.

Develop intervention plans and targets that are used to support continuity-of-care recommendations during Psychological Risk Assessment reviews, and which are examined by clinical supervisors to ensure the delivery of quality service in compliance with professional practice guidelines.

Ensure compliance with institutional, facility or departmental security procedures, and information sharing requirements; understand the parameters of confidentiality when sharing information about staff, and information about patients' health or belongings.

Oversee practicum students; observe their boundary indicators, level of competency and understanding of their role, and remain alert to the reactions of patients and students; and keep abreast of the practices, skills and developments within the Behavioural Technologist field, through trainings, workshops, education sessions, online courses or readings of literature, periodicals or journals.

Organize, and lead or participate in institutional, community and regional committees such as Behavioural Science Technology Focus Group (BSTFG), in hiring boards, staff awareness presentations and team building activities; participate in multidisciplinary case conferences and team meetings where differences in approach to patient care may exist, and encourage a holistic patient-centered care.

Provide recommendations when the threat of self-harm or suicide is imminent, and recommend decisions regarding a patient's cell effects if a threat of suicide or self-harm is present.

Deal with situations such as emergencies, crises, and other delicate situations, including hostage taking, suicide or attempted suicide, and violent crimes; provide statements about critical incident as a victim or a witness, and participate in a Board of Investigation or Coroner's Inquest in the event of a lawsuit or death of a patient.

**Psychological effort is required to:**

Maintain composure, impartiality and a professional attitude regardless of the offenders' behaviour, attitude and criminal record; when faced with volatile situations that need to be defused; when intervening with unstable, intoxicated, angry, or low functioning individuals; when facilitating sessions that may involve sharing of highly sensitive matters; or during formal and informal meetings with outside visitors or contract staff.

Maintain professional boundaries with colleagues and clients; keep an emotional distance with patients, and clearly discern between case advocacy and lobbying a case while assisting patients with problem solving or crises; and serve as a model of behaviours and attitudes for their clients.

Limit oneself from sharing feelings and information about events and occurrences at work with friends and family, in order to protect privacy and observe professional secrecy; and be aware of self-limits and possibility for compassion fatigue or burnout that are often associated with the nature of the position.

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## **Responsibility**

### **Human Resources:**

Mentors and coaches practicum students, assists with the training of new staff, and leads or participates in candidate interviews and behavioural technologist competition processes; and supervises visitors, contract staff, employed offenders, and patients at the mental health service department.

In accordance with the requirements of Peace Officer Designation, prepares oral and written reports for correctional staff regarding observations made with respect to the behaviour of offenders to assist them in making decisions regarding offender discipline, offender movement, offender transfer and the overall safety and good order of the Institution.

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The incumbent ensures offenders comply with Departmental rules and regulations. The incumbent may recommend disciplinary action, ranging from an oral reprimand to a recommendation that charges be laid; this action is in keeping with Section 10 of the Corrections and Conditional Release Act. The incumbent may arrest and charge a suspected offender, in accordance with Section 2 of the Criminal Code of Canada.

**Financial Resources:**

Provides a financial estimate on the cost of required materials for interventions, and ensures approval of expenses by the departmental manager.

**Technical Resources:**

Has custody and is responsible for the use and maintenance of a personal computer and computer peripherals, standard office and audio-visual equipment, and hard copy and electronic files.

Documents all assessments and interventions on electronic medical records or programs; and maintains confidentiality of patient health information, and candidates' information during hiring process.

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## **Working Conditions**

**Physical:**

The work involves continuous exposure to office noise, interruptions, and exposure to glare from a computer monitor.

The work is performed in an enclosed environment, such as a correctional facility with various levels of care including federal psychiatric treatment centers, where movement of staff can be restricted by multiple barriers, security controls and search procedures; or in a Community Correctional Centre or Community Parole Office where patients have increased freedom.

The work involves close interactions with offenders, which often generate risks of exposure to bodily fluids, biohazards, and communicable diseases, as well as encounters with offenders suffering from mental illness and under the influence of a substance, thus increasing the risk of illness, intimidation, threats to personal safety, and violence that could lead up to death.

The work may involve difficult physical conditions including low levels of cleanliness and working in a confined or cluttered space; the incumbent needs to comply with personal safety and security measures, such as security arrangements of furniture, locking doors, locking up of sharp objects, and carrying a personal alarm.

The work occasionally requires working unscheduled hours depending upon life or death situations and emergencies; travelling to attend meetings and training or to carry out special duties may be required, which involves being away from home, causes stress and interferes with personal life.

**Psychological:**

The work involves potential stress resulting from dealing with short timeframes, changing and conflicting priorities, limited resources, urgent referrals and intervention needs, lack of control over the pace of work, as well as having contacts with known offender patients in the community, which may intrude with personal life and may cause concern for personal or family safety.

The work may involve post-traumatic stress or indirect trauma caused by the exposure to explicit or violent information contained in file information, and by the involvement in critical incidents, verbal or physical abuse, threats, dangers and a potentially high-risk environment.

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