



**JOB DESCRIPTION**

**Position Information**

<b>Position Number</b>	<b>Position Title</b> Psychoeducator	
<b>Position Classification</b> WP-04	<b>Effective Date</b>	
<b>Decision Number</b> NAT-2605	<b>Job Code</b>	<b>National Occupational Classification</b> 4153 – Family, Marriage & Other Related Counsellors
<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

### Client Service Results

Evaluation of the rehabilitation needs of offenders, and provision of guidance and rehabilitative interventions to offenders within an institutional setting or a Regional Treatment Centre (RTC) under the supervision of the Correctional Service of Canada (CSC).

### Key Activities

As part of an interdisciplinary mental health team, assesses the offenders' functional, behavioural and psychosocial rehabilitation requirements; plans interventions, identifies therapeutic objectives, and establishes rehabilitation strategies; offers guidance to offenders; implements, delivers and facilitates individual and group rehabilitative activities; evaluates completed interventions, and communicates results.

Collaborates with the offender and members of the interdisciplinary team to establish and carry out the objectives of the treatment plan; and provides advice and works with partners in charge of following up with offenders and their family.

Conducts psycho-educational assessments of offenders, and determines psychosocial adjustment difficulties and adaptive abilities; observes the offender's behaviour in daily activities and gathers data on how the offender functions within the environment; and helps offenders identify, understand and improve their interpersonal functioning, as well as develop problem-solving skills.

Participates in the identification of the client's mental health issues along with the interdisciplinary team; determines the levels of observation and intervention for offenders presenting a risk for suicidal or self-injurious behaviour, and intervenes in emergencies.

Proposes, develops and adapts clinical assessment and intervention tools specific to psycho-education; offers training to staff members regarding issues related to functional, behavioural and psychosocial rehabilitation in psychiatric and mental health correctional facilities; and provides coaching and clinical supervision to non-registered mental health staff, interns and practicum students.

Prepares offender evaluation and intervention reports, including psycho-educational assessment, progress assessment, end-of-treatment, and treatment objectives achievement reports, with recommendations on follow-up and relapse prevention; and produces briefing notes on rehabilitation activities for immediate supervisor to ensure service quality.

The incumbent of this position has the Peace Officer Designation.

### Skills and Knowledge

Knowledge of the practices, theories, and principles of social learning and behaviour modification, as well as the techniques and procedures of effective offender reintegration, in order to assess clients, determine intervention objectives, adjust intervention strategies based on the evaluation of their impact, provide quality rehabilitation services, and offer consultation services to colleagues of the interdisciplinary team.

Knowledge of various teaching techniques, in order to adapt intervention activities to the needs and capacities of offenders; and deliver training to staff.

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

Knowledge of the roles and responsibilities of the institution's operational groups, and the administrative policies and procedures of the institution, in order to understand the connections among the professions; choose best action plan for the rehabilitation services provided within a correctional environment; and provide advice to managers on appropriate intervention activities to address functional, behavioural and psychosocial rehabilitation needs.

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Knowledge of the CSC's mandate, objectives, programs, policies, practices, operations, as well as the profile of its different facilities and of offenders under its supervision, in order to promote the CSC's mission and intervention philosophy for health care services provided within mental health units or treatment centres.

Knowledge of the Parole Board of Canada's (PBC) policies and practices, in order to understand and meet the organization's expectations; and provide professional rehabilitation services that complement other therapeutic services existing within the multidisciplinary team and the CSC, while conforming to the same guidelines.

Knowledge of applicable acts and regulations, such as the Corrections and Conditional Release Act (CCRA), the Commissioner's Directives regarding the provision of mental health services and the prevention of suicide or self-injury, as well as regional instructions and institutional standing orders, in order to ensure that psychoeducators provide services that are consistent with regulatory and statutory requirements.

Knowledge of the regulations, professional standards and ethical principles of the psychoeducator's professional association, as well as the provincial laws governing the psychoeducator profession, in order to ensure provision of professional services and compliance with the profession's requirements.

Knowledge of computer systems and applications, such as the Offender Management System (OMS) and Microsoft Suite, in order to prepare different documents.

Knowledge of health and safety regulations relevant for institutional facilities, in order to ensure a safe and secure work environment.

Interpretation, active listening, and mediation skills, in order to understand questions from colleagues, senior managers and officials from other units during meetings or training sessions, observe their reactions and adjust communication style; interpret offenders' non-verbal communication and provide appropriate help during interventions; manage conflict situations, and defuse and resolve tensions.

Verbal and presentation skills, in order to interact with various local organizations; consult with managers and colleagues, present assessment results of rehabilitation needs, and share progress reports; communicate effectively during crisis intervention; train staff, and make presentations at seminars and conferences.

Written skills, in order to prepare briefing notes, letters, recommendations, as well as assessment and progress reports, and other required documents; and adapt specialized terminology and concepts to the participants' level of understanding.

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**

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

Sit for extended periods at a computer or when conducting interviews with offenders; stand for prolonged periods when facilitating group activities or providing training to staff; and move around when leading recreational and sports activities.

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

Provide assessment services and interventions for the treatment and rehabilitation of offenders; interpret theories and adapt practices to the behavioural issues encountered in a psychiatric correctional institution; integrate information to identify additional intervention strategies and contribute to the achievement of therapeutic objectives; and make proper recommendations to ensure the provision of necessary interventions for offenders.

Provide professional advice to different clinicians and managers of health care services, including RTC personnel, regarding rehabilitation services for offenders and associated requirements; and contribute to the preparation of treatment plans and social reintegration objectives.

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Assess progress in the offenders' functioning with respect to rehabilitation objectives, and communicate own impressions to members of the interdisciplinary team; consult with team members, including psychiatrists, psychologists, nurses, parole officers, program officers and correctional officers, to discuss and analyze issues, to integrate information from different sources, and to offer realistic solutions to problems.

Observe and analyze the offender's relationship and interactions with their environment, the impacts of various settings and their influence on the offender; identify the resources and limitations of the surroundings, and examine the dynamics that may cause disturbances in the offender's interactions.

Organize, implement, facilitate and offer individual and group rehabilitation activities to support skill development for a successful adjustment and community reintegration, as well as for reducing their risk of reoffending; establish favourable conditions to facilitate the development of adaptive capacity and independence, and to address the offender's negative attitudes and behaviours.

Conduct assessment and treatment interviews with offenders; observe offenders' reactions and behaviours, as well as group dynamics, and capture their comments during individual interventions and group activities; and ensure follow up on the necessity to maintain such interventions and activities.

Cooperate with the offender to determine the risk factors that could jeopardize their integration into their environment; and consult with the offender's family or relations to identify the necessary means and measures for reducing those risk factors, and to help them develop a relapse prevention plan.

Intervene to prevent or solve crises and conflicts experienced by offenders; serve as a mediator to provide front-line interventions during conflict situations or to refer situations to appropriate authorities; and continuously monitor potential health and safety issues in workplaces that are accessible to offenders.

Help offenders identify and change their thought patterns, beliefs, attitudes, and problematic behaviours; model pro-social behaviour and attitudes; promote listening, encourage positive interpretation of situations, and emphasize the importance of establishing healthy relationships to improve their interpersonal skills and develop the ability to observe their own functioning.

Carry out research projects that may lead to the adoption of new practices for psychoeducators, such as research on rehabilitative intervention approaches that are adapted to clients with mental health issues in a correctional institution.

Prepare evaluation and intervention reports based on the offender's adaptive capacities in institutional and community settings; and share this information to help the interdisciplinary team and the PBC make decisions about the offender's treatment and social reintegration plan.

Discuss with partners in correctional and community facilities to prepare for the transition of offenders to those facilities and to ensure continuity in interventions; and communicate with different organizations, such as the regional health authority and residential centres, to ensure the successful reintegration of offenders.

Prepare and deliver training on rehabilitation in psychiatric and mental health correctional facilities to improve the staff's knowledge about these clinical services; facilitate workshops or conferences during seminars or congresses; and explain the practices, procedures and policies regarding the services provided by psychoeducators to colleagues of the interdisciplinary team and to new employees.

Intervene immediately in crises, organizational disturbances or emergencies, without losing sight of the current context and long-term impact on the person, group and organization.

Assist colleagues in delivering rehabilitation services to difficult clients, and support colleagues who have trouble handling the stress that is inherent to the provision of psychoeducation services in a mental health correctional environment.

Respect and integrate the intervention strategy established in the interdisciplinary treatment plan to ensure consistency with the actions taken by the rest of the offender's interdisciplinary team.

Maintain current professional knowledge through continuing education and professional development seminars, workshops, and conferences; and maintain registration for the autonomous practice of psychoeducation in a provincial registering body.

May testify in court and respond to lawyers' questions; and may attend PBC hearings to help make decisions about the type of support required by offenders upon release or unescorted temporary absences.

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**Psychological effort is required to:**

Maintain composure, impartiality and a professional attitude regardless of the offenders' behaviour, attitude and criminal record; when faced with difficult situations involving offenders with tensions that need to be defused; or when providing interventions to offenders with severe psychiatric conditions and personality issues.

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.

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**Responsibility****Human Resources:**

Provides coaching and clinical supervision to non-registered mental health staff, interns and practicum students; delivers training to staff; and provides professional advice to clinicians and managers of health care services.

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. 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.

**Technical Resources:**

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

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**Working Conditions****Physical:**

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

The work is performed in a federal correctional institution, including psychiatric RTCs, where movement of staff can be restricted by multiple barriers and security controls; close interactions with offenders often generate risks of exposure to communicable diseases, as well as an increased risk for physical injuries and hostage taking depending on the security level and profile of offenders.

The incumbent needs to comply with personal safety and security measures, such as security arrangements of furniture, locking doors, hiding sharp objects, and carrying a personal alarm.

The work occasionally requires working unscheduled hours depending upon crises 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 changing and conflicting priorities, short timeframes and tight deadlines, heavy workloads, a lack of control over the pace of work, limited resources, as well as from dealing with crises, urgent matters and complex issues.

The work may involve post-traumatic stress caused by the involvement in critical incidents.

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