

JI
**JUSTICE
INSTITUTE
OF B.C.**



**Justice and Public Safety
JOB INVENTORY**
1995



Justice and Public Safety **JOB INVENTORY**



Issue 1: 1995

Produced by
the Justice Institute of British Columbia

Copyright © 1995 Justice Institute of British Columbia. All rights reserved. No part of this catalogue may be reproduced in any form by any means without written permission from the Justice Institute of B.C. Please direct all inquiries to:

Office of the President
Justice Institute of B.C.
4180 W. 4th Avenue
Vancouver, B.C.
V6R 4J5

After May 7, 1995:
715 McBride Blvd.
New Westminster, B.C.

Message from the President

The Justice Institute of B.C. is pleased to present the first issue of the *Justice and Public Safety Job Inventory*. Its purpose is to provide information about jobs in the justice and public safety sector in a format that would be useful to students, job seekers, and career counsellors.

If you are interested in a career in this field, we hope that the inventory will be helpful to you in selecting and preparing for a job. Many of the positions profiled in this guide are highly competitive. If you do not succeed in one area, we encourage you to consider other options described in the inventory.

Our intent is to continually upgrade this guide, so we would welcome your comments on its usefulness as well as any suggestions you may have on information that should be included in the next issue. Please do not hesitate to call on our staff for more information or assistance.

A handwritten signature in black ink, appearing to read 'Larry Goble', with a stylized, flowing script.

Larry Goble
President
Justice Institute of B.C.

The Justice Institute of British Columbia

Founded in 1978 under the British Columbia *College and Institute Act*, the Justice Institute of B.C. specializes in entry-level and advanced training for justice and public safety personnel. Widely renowned for its effective and innovative post-secondary training model, the Justice Institute provides educational services to numerous federal, provincial, and municipal government agencies, community organizations, and private corporations. Each year it registers between 30,000 and 40,000 students in over 1,500 courses, seminars, and conferences.

Governed by a 12-member Board, the Justice Institute is funded through a minimum core grant from the B.C. Ministry of Skills, Training and Labour. It also holds training and service contracts with three other provincial ministries: the Ministry of Attorney General, the Ministry of Health, and the Ministry of Municipal Affairs. The fastest growing funding sources for the Justice Institute are its numerous contracts with a variety of public and private organizations, and student course fees.

To make its courses as accessible as possible, the Justice Institute offers contract and open-access tuition programs at its main campus in Vancouver, at three satellite training centres in the Lower Mainland, in regional centres throughout the province, and through distance education.

In 1995 the Justice Institute will move to a new location at 715 McBride Boulevard, New Westminster. The new campus will cover an area of approximately 170,000 square feet and will have special features such as indoor and outdoor simulation areas, a telecommunication centre, an indoor firearms range, and a specialty library and media centre.

Contents

Intentionally left blank

Contents

Introduction	INT-1
Section 1: Corrections	1-1
Corrections/Security Officer/Youth Worker	1-3
Family Court Counsellor	1-7
Probation Officer	1-11
Section 2: Court Services	2-1
Court Bailiff	2-3
Court Reporter	2-7
Courts Office Assistant II	2-11
Deputy Sheriff	2-15
Section 3: Emergency Health Services	3-1
Emergency Medical Assistant I	3-3
Section 4: Fire	4-1
Firefighter	4-3
Section 5: Inspection and Enforcement	5-1
By-Law Enforcement Officer	5-3
Customs Inspector	5-7
Section 6: Police	6-1
Communications Operator I	6-3
Police Constable	6-7
Section 7: Security Intelligence Service	7-1
Case Management Coordinator and Investigator	7-3

Section 8: Community Support	8-1
Child and Youth Care Worker	8-3
Community Support Worker	8-7
 Section 9: Private Security	 9-1
Private Security Guard	9-3
 Index	 INDEX-1
 Appendix	 A-1
Post-Secondary Institutions in B.C.	A-3

Introduction

Intentionally left blank

Overview of the *Job Inventory*

Purpose

The *Justice and Public Safety Job Inventory* is a catalogue of information about employment opportunities in the justice and public safety sector in British Columbia. If you are interested in pursuing a career in this field, or if you are an employment counsellor who provides job search advice to graduates or to persons contemplating a change of career, the *Job Inventory* is designed for you.

By profiling 17 justice and public safety positions, the *Job Inventory* accomplishes several important tasks:

- It helps define the scope of the justice and public safety sector.
- It provides applicants with specific information on what they need to do to improve their chances of securing a job in this field.
- It presents a realistic view of the prospects for employment in justice and public safety.

Scope

Justice and public safety covers a wide variety of jobs, and much needs to be done to define its boundaries. The *Job Inventory* takes a step in this direction by focusing on jobs that share the following characteristics:

- Their **main purpose** is to contribute to the enforcement and administration of law and/or the maintenance and enhancement of public security and safety.
- They are primarily **public sector jobs** on the provincial, federal, and municipal levels. (Some private sector positions are included, however, because they operate under contract to, or are regulated by, government agencies.)
- They are **entry-level jobs**. (These are the positions that would realistically be open to applications from the public. Senior positions are generally filled through in-service promotions or transfers.) It is important to note, however, that a Career Path section is included in every job profile to give applicants an idea of the opportunities for promotion and advancement along each career track. A total of 81 career path positions are reflected in this catalogue.

The job profiles are organized in nine sections that correspond to various areas of specialization in the field of justice and public safety. These areas are:

- Corrections
- Court Services
- Emergency Health Services
- Fire Prevention and Suppression Services
- Inspection and Enforcement Services
- Police Services
- Security Intelligence Service (CSIS)
- Community Support Services
- Private Security Services

While the reasons for including most of these areas in the *Job Inventory* are self-evident, you may be wondering why community support services is part of this catalogue. The two positions profiled in this section—Child and Youth Care Worker and Community Support Worker—involve justice and public safety functions. Child and Youth Care Workers work with troubled youth in the community and in residential settings such as group homes. They help adolescents learn how to modify their delinquent or aggressive behaviour, deal with anger and stress, and resolve conflict without resorting to violence. Community Support Workers help provide safe home environments that allow persons with physical or mental disabilities to live independently in the community without posing a danger to themselves or others.

Components of the *Job Inventory*

JOB PROFILES

The *Job Inventory* contains profiles for 17 positions ranging from Corrections Officer to Firefighter to Customs Inspector. These profiles provide the following information:

- **Hiring ministry/agency**
Each job profile indicates the employing agency for the position and, where applicable, the level of government involved. Some positions—Police Constable and Firefighter, for example—are found in a variety of agencies.
- **Summary of duties**
The profiles describe the most important duties of each position and the working conditions and job environment in which these duties are carried out.
- **Application requirements**
The *Job Inventory* provides information on a number of application requirements, such as minimum age, citizenship status, physical fitness, and criminal record/

background checks. It also lists both the *minimum qualifications* and *preferred credentials* for each position. Minimum qualifications are those which an applicant must possess to be considered for the position. Preferred credentials are those which give one applicant a competitive edge over other applicants and improve his or her chances of being hired for the position.

- **Salary**

Information on salary is generally expressed in amounts per year. In some cases, however, hourly rates are indicated. Entry-level hires for certain positions are employed on a call-out, on-call basis. This means that these employees are called to work only when their services are needed and are paid by the hour.

- **Career path**

The profiles describe the career advancement opportunities for each position.

- **Data on hiring**

The *Job Inventory* indicates, wherever possible, the number of people hired in the profiled positions during the past fiscal year as well as the hiring projections for the next five years.

JOB INDEX

The *Job Inventory* also contains an index that not only lists the 17 entry-level positions but also covers 81 career path positions. If you are interested in a particular job but do not find it listed in the table of contents, check the index. The position you are interested in may be on the career path of an entry-level job profiled in this catalogue.

Taking the Next Step

If you are thinking about applying for any of these jobs or are considering enrolling in an educational or training program to prepare yourself for it, learn as much as you can about the job. Determine whether you are genuinely interested in it and whether you have the qualifications and personal traits it requires.

The profiles in this catalogue contain a significant amount of specific job information and can guide you as you explore the facets of the job you are considering. But employment requirements and conditions often vary from agency to agency, so you would do well to consult the employing agency itself (e.g., your local police or fire department, a community support services agency, a private security services company, etc.). Here are some points for you to consider as you gather more information about the job you are interested in:

- **Find out more about preferred educational requirements and entry-level job conditions.**
 - ▶ Many job postings state minimum requirements of education, but employers may actually hire those who have more than the minimum. For example, Grade 12 with one year of post-secondary education is a stated minimum requirement for Police Constables, but most successful candidates have two to four years of post-secondary education, and some have graduate degrees.
 - ▶ Ask the employer whether the job is full-time, part-time, or paid on-call. Find out whether you will be required to live within a specified distance from the work site, whether shift work and/or weekend work is required, and whether the job involves a lot of travel.

The *Job Inventory* provides information on preferred credentials and working conditions, but you may also wish to talk to specific employers to find out first-hand what they are looking for. The *Job Inventory* also provides a list of post-secondary educational institutions in B.C. to whom you can turn for career guidance services and information on educational programs.

- **Learn about trends.**

Some employers are shifting from training after hiring to training before hiring. In the first case, employees are hired and then trained at the employer's expense; in the second case, the applicant must pay for training before being hired.
- **Be willing to start at the ground level.**

Many of the senior positions in justice and public safety agencies require substantial experience. You must be willing to work at an entry-level job before you can be considered—let alone accepted—for a senior position. However, in some cases, promotion may come quickly to those who excel at their jobs.

- **Consider whether, and where, you would be willing to move.**
Some positions are distributed far and wide around the province, and entry-level openings may require you to accept an offer in any part of B.C. Some federal government agencies may require your consent to move anywhere in the country before you are accepted for the job.
- **Get to know the hazards of the job.**
Some jobs in the justice and public safety sector involve a potential for personal risk of injury or death. Others may have higher-than-average long-term occupational risks related to stress or exposure to unsafe environments. Once employed in these types of positions, you may frequently have to face people in crisis, victims of crime and serious accidents, hostility, and threats. All the while, you will be expected to act with a high degree of professionalism. Your actions in a moment of crisis may have profound implications for yourself and others, and you may be faced with a probing analysis of your actions after the fact.
- **Be willing to get volunteer experience.**
Many employers prefer to hire from among those who have made a contribution in volunteer activities, especially those related to the type of work done on the job. Volunteer service provides a base of experience from which you can draw. It may also give evidence of your commitment to justice and public safety issues and concerns.
- **Be prepared for a background check.**
Many agencies will conduct background checks ranging from obtaining references to searching for criminal records to conducting interviews with neighbours and acquaintances. It is advisable that you clearly understand the extent of the background checks required for the job you are interested in.

Once you have decided to apply for one of these jobs, contact the employing agency to obtain an application form. For example, for provincial government positions, you may contact the Personnel offices of the appropriate Ministry or the Government Agent in your area. For federal positions, contact the Public Service Commission. To apply for other positions, you may need to contact your municipal government or a municipal agency (e.g., fire department). Consult the Blue Pages of your telephone directory for the location and telephone number of these offices.

Let Us Know What You Think

The Justice Institute of B.C. welcomes suggestions on how this catalogue can be expanded and made more useful. If you know of a justice and public safety job not described here, or if you have any other suggestions, please let us know. The *Job Inventory* will be updated periodically, and your suggestions will be taken into consideration for future issues. Please complete the feedback sheet at the end of the catalogue.

Section 1

Corrections



Intentionally left blank

Corrections/Security Officer/ Youth Worker

Hiring Ministry/Agency

- B.C. Ministry of Attorney General, Corrections Branch

Summary of Duties

Corrections/Security Officers/Youth Workers are responsible for supervising inmates/residents who are remanded or sentenced to provincial correctional centres. The duties of the position are:

- To ensure safe and secure custody of offenders
- To perform case management duties
- To supervise incarcerated offenders in living units and during program activities
- To provide information and guidance to offenders

Working Conditions

Corrections/Security Officers work in adult correctional centres, while Youth Workers are assigned to youth custody centres. These facilities are located in various areas of the province. These corrections personnel work approximately 35 hours per week in shifts that may occur at any time of day or night and through weekends. Shift patterns may vary from facility to facility. The job may involve long periods of walking, standing, and sitting, depending on the assigned post (e.g., supervision of work programs; control of inmates; supervision of recreational activities, etc.).

Salary

- On-call: Approximately \$18.00 per hour
- Full-time: \$30,000 – \$34,000 per year

NOTE: Staff are initially hired as auxiliaries on an as-needed basis.

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ At minimum, landed immigrant status is required.

Physical Fitness

- ▶ As the table on the following page shows, completion of the *Employment Readiness Program for Corrections Workers* is the minimum educational requirement for this position. Applicants to this training program must pass a medical examination administered by the applicant's family physician. The physician is provided with a description of the Corrections Officers Physical Abilities Test (COPAT), which the applicant must pass in order to be considered for the program. The applicant's physician is asked to certify that the applicant may take the COPAT without known risk.

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIC)
- ▶ Fingerprint

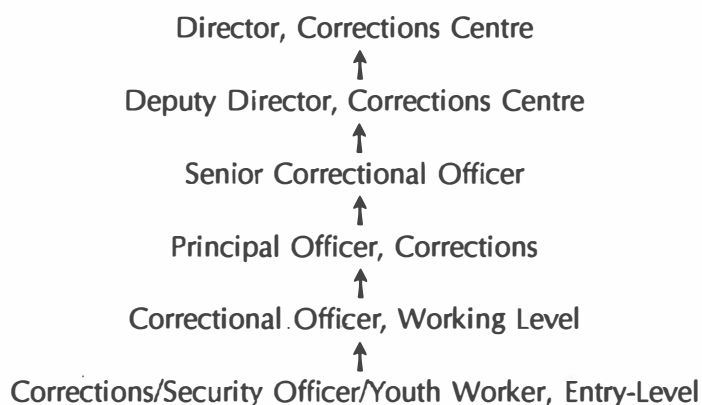
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Completion of the <i>Employment Readiness Program for Corrections Workers</i> (Justice Institute of B.C.) Applicants to this training program must possess a Grade 12 diploma or a G.E.D. They must also successfully complete a judgment test, a written and observational skills test, and a personal interview, as well as submit references.	Some correctional centres prefer that applicants not only complete the <i>Employment Readiness Program</i> but also have an advanced education diploma or degree.
Work Experience	None	Experience working with people engaged in program activities (e.g., recreational programs; work programs)
Volunteer Experience	None	Volunteer experience in: <ul style="list-style-type: none"> • Working with offenders • Working with people who require assistance (e.g., persons with learning disabilities)
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Problem-solving skills • Ability to deal with stressful situations • Ability to follow policies and procedures 	None
Licences and Certificates	<ul style="list-style-type: none"> • Class 5 B.C. driver's licence (Some facilities require a Class 4 licence.) • First Aid certificate (First Responder Level 1) 	None

Corrections/Security Officers and Youth Workers carry great responsibility in a job that is often challenging and difficult. To perform their duties effectively, they must possess the following abilities and personal characteristics:

- Self-confidence
- Ability to follow instructions and work within standards
- Sense of humour to keep their balance despite the difficulties of the job
- Sense of ethics and a clear understanding of right and wrong
- Good communication skills

Career Path



Number of New Hires (FY 1993 – 1994)

- Approximately 200

Hiring Projections (1994 – 1999)

- 200 hires per year

Family Court Counsellor

Hiring Ministry/Agency

- B.C. Ministry of Attorney General, Corrections Branch

Summary of Duties

Family Court Counsellors are responsible for assisting families who may be separating by providing mediation/conciliation services and information on family law issues. The duties of this position are:

- To provide mediation/conciliation services
- To provide information on legal issues such as custody, access, maintenance, and guardianship
- To assist clients with applications to Provincial Court for access, custody, maintenance, and guardianship
- To assist clients with the enforcement and variations of those court orders
- To prepare custody and access reports for the court (Provincial Court and Supreme Court)

At present, persons hired as Family Court Counsellors should be able to perform these duties as well as those of a Probation Officer. Completion of an employment readiness program is a prerequisite for hiring. (See pages 1-9, 1-13.) This program prepares graduates to carry out the duties of both positions.

Working Conditions

Family Court Counsellors usually work out of local probation offices which are found all over the province. Travel is an integral part of the job, as Family Court Counsellors are expected to make home visits to clients, attend court for the purpose of presenting evidence, and meet with professionals, such as doctors, to gather information for custody and access case reports. Although Family Court Counsellors generally observe regular work hours, on occasion they may need to work after-hours. For example, in preparing custody reports, they may need to make home visits to see a child and parent together in the evenings or on weekends.

Salary

- \$32,000 – \$45,000 per year

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ Canadian citizenship is required.

Physical Fitness

- ▶ No medical examination is required.

Criminal Record and Background Checks

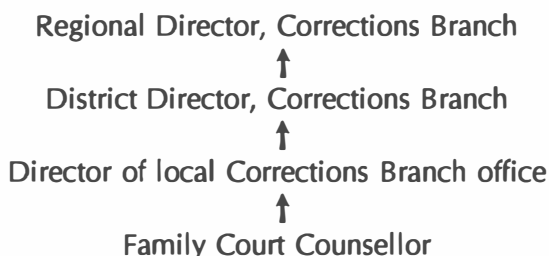
- ▶ Canadian Police Information Centre (CPIC)
- ▶ Fingerprint

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Completion of the <i>Employment Readiness Program for Community Program Workers</i> (Justice Institute of B.C.) Applicants to this program must have graduated with a university degree in a related discipline (e.g., social work, sociology, psychology, criminology) or must have completed two years of study in a related field at a recognized college or university and have five years of experience as a corrections worker or in a related occupation.	None
Work Experience	See above	Work experience in any of the following areas: <ul style="list-style-type: none"> • Working with families (i.e., counselling, child care) • Transition house work • Victim services • Community work programs • Corrections work
Volunteer Experience	None	Volunteer experience in any of the following areas: <ul style="list-style-type: none"> • Social work or family services • Transition house work • Victim services • Working with youth groups
Skills and Abilities	Writing skills must be at Level 5 on the Language Proficiency Index prepared and evaluated by the University of British Columbia.	<ul style="list-style-type: none"> • Counselling skills • Conflict resolution and mediation skills • Ability to look at complex issues in an objective manner • Ability to work with families in transition
Licences and Certificates	None	None

Family Court Counsellors are expected to have a broad knowledge of family law, child development, and the dynamics of family separation. They should have above-average analytical skills and an aptitude for writing complex reports. They should be able to strike a balance between empathy and objectivity. They need to be mature and able to handle stressful situations. They should be able to manage personal stress effectively so that they can do their jobs in a professional manner.

Career Path



Number of New Hires (FY 1993 – 1994)

- 44

NOTE: This number represents persons hired as Family Court Counsellors/Probation Officers. As indicated on pages 1-7, 1-11, employees must be able to perform the duties of both positions.

Hiring Projections (1994 – 1999)

- 44 – 50 Family Court Counsellor/Probation Officer positions per year

Probation Officer

Hiring Ministry/Agency

- B.C. Ministry of Attorney General, Corrections Branch

Summary of Duties

Probation Officers are responsible for ensuring that the adult or youth probationer obeys the conditions of probation, thus protecting the community from further offences. The duties of this position are:

- To assist in the sentencing process by providing information which will help the court determine dispositions for offenders
- To monitor the probationer's compliance with the terms of probation and enforce court orders
- To assist offenders by giving advice and arranging counselling or other forms of help through community agencies
- To increase public awareness of strategies to prevent crime and victimization

At present, persons hired as Probation Officers should be able to perform these duties as well as those of a Family Court Counsellor. Completion of an employment readiness program is a prerequisite for hiring. (See pages 1-9, 1-13.) This program prepares graduates to carry out the duties of both positions.

Working Conditions

Probation Officers are based in local probation offices, which are found in towns and cities all over the province. The work requires some travel to supervise offenders and meet with community groups and agencies. In rural areas, Probation Officers sometimes cover more than one office and need to travel to different work locations. The schedule of work generally runs from 8:30 a.m. to 4:30 p.m., but offices are increasingly adjusting their schedules to include evenings and weekends in order to provide more services.

Salary

- \$32,000 – \$45,000 per year

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ Canadian citizenship is required.

Physical Fitness

- ▶ No medical examination is required.

Criminal Record and Background Checks

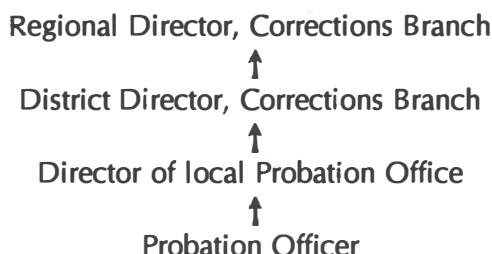
- ▶ Canadian Police Information Centre (CPIC)
- ▶ Fingerprint

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Completion of the <i>Employment Readiness Program for Community Program Workers</i> (Justice Institute of B.C.) Applicants to this program must have graduated with a university degree in a related discipline (e.g., social work, criminology, sociology, psychology) or must have completed two years of study in a related field at a recognized college or university and have five years of experience as a corrections worker or in a related occupation.	None
Work Experience	See above	Work experience in a correctional institution or a contracted agency (e.g., John Howard Society, Elizabeth Fry Society)
Volunteer Experience	None	Volunteer experience in any of the following: <ul style="list-style-type: none"> • Correctional institution • Corrections-funded agency (e.g., John Howard Society, Elizabeth Fry Society, Pacific Legal Education Association [PLEA], community work service program) • Social work or counselling field • Social services-funded agency (e.g., halfway house, group home)
Skills and Abilities	Writing skills must be at Level 5 on the Language Proficiency Index prepared and evaluated by the University of British Columbia.	<ul style="list-style-type: none"> • Good organizational and communication skills • Interviewing and counselling skills • Ability to work with high-risk adult/youth offenders (i.e., sex offenders, mentally disabled offenders, dangerous offenders) • Ability to work with little direct supervision
Licences and Certificates	None	None

Probation Officers are expected to be dedicated, highly professional individuals who are interested in a challenging career. They must be able to work under stressful conditions and easily adapt to change. They should be flexible and yet be able to set boundaries and limits, especially in their dealings with offenders. They are expected to be nonjudgmental and capable of maintaining a balance between their helping role and their responsibility to enforce probation orders and regulations.

Career Path



Number of New Hires (FY 1993 – 1994)

- 44

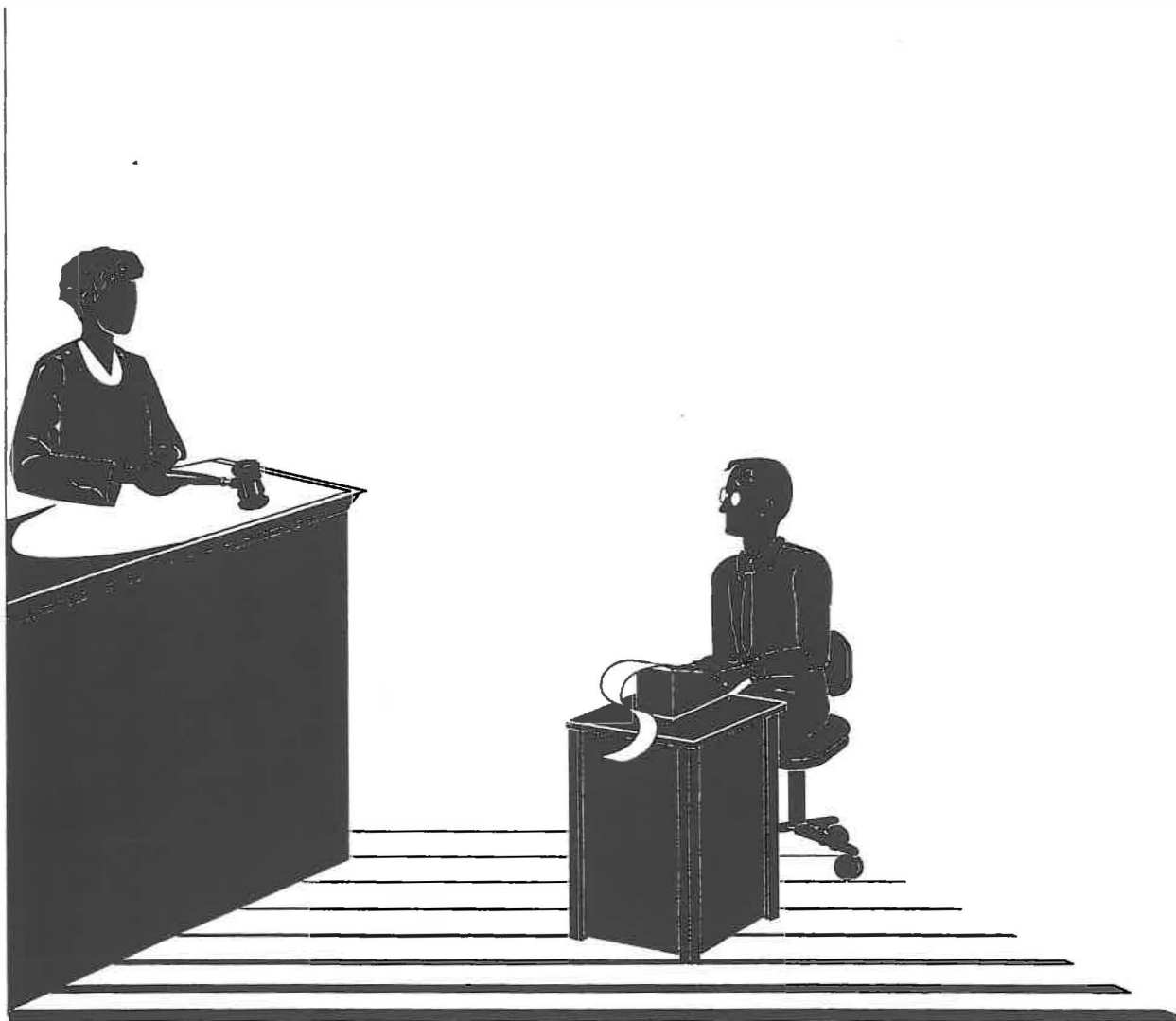
NOTE: This number represents persons hired as Probation Officers/Family Court Counsellors. As indicated on pages 1-7, 1-11, employees must be able to perform the duties of both positions.

Hiring Projections (1994 – 1999)

- 44 – 50 Family Court Counsellor/Probation Officer positions per year

Section 2

Court Services



Intentionally left blank

Court Bailiff

Hiring Ministry/Agency

- Private firms contracted by the B.C. Ministry of Attorney General, Court Services Branch

Summary of Duties

Court Bailiffs are responsible for enforcing most civil orders of the court on behalf of the Sheriff (e.g., writs of seizure and sale, writs of possession, orders regarding copyright infringements, etc.). Their duties are:

- To keep an accounting of trust funds under their care
- To interpret relevant laws
- To enforce court-ordered seizures of assets belonging to judgment-debtors who have had judgments lodged against them in court
- To sell such assets and disburse the proceeds in accordance with legislation
- To keep accurate records of the seizure and sale of assets

Working Conditions

Private firms employing Court Bailiffs exist in 13 contract zones that encompass the entire province. Their offices are located in major cities. The job involves a considerable amount of walking and driving from location to location. In one particular firm, Court Bailiffs accumulate as many as 4,000 kilometres of travel each month. Work is generally scheduled around 9-hour shifts that may run through weekends. Overtime work is often necessary.

Salary

- Approximately \$30,000 per year, but may vary from company to company

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ Canadian citizenship is required.

Physical Fitness

- ▶ No medical examination is required.

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIC)
- ▶ Fingerprint

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Completion of <i>Executing a Court Order</i> course (Justice Institute of B.C.), or successful completion of challenge exam for this course	None
Work Experience	None	Work experience in a related field (e.g., law enforcement, paralegal)
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Note-taking skills • Ability to learn new information and skills • Ability to make sound judgments • Ability to defuse hostile situations 	None
Licences and Certificates	None	None

Effective Court Bailiffs are self-starters who possess excellent speaking and writing skills and are able to make sound judgments in a variety of situations. They are also able to prioritize and re-prioritize their work in an environment of constantly changing demands.

Career Path

Manager of private bailiff services company



Court Bailiff

NOTE: The managerial position exists in large firms only.

Number of New Hires (FY 1993 – 1994)

- Varies from company to company

Hiring Projections (1994 – 1999)

- Information not available

Intentionally left blank

Court Reporter

Hiring Ministry/Agency

- B.C. Ministry of Attorney General, Court Services Branch
- Private freelance firms

Summary of Duties

Court Reporters are responsible for reporting and transcribing verbatim the proceedings at trials, depositions, arbitrations, hearings, etc. Their duties are:

- To accurately report various types of legal proceedings
- To prepare accurate and precise transcripts of legal proceedings in a timely manner
- To undertake research on proper names, technical terms, etc. required in transcripts

Working Conditions

The job of a Court Reporter involves a fair amount of travel to and from various work sites. Although courthouses and law offices are the primary job locations for this position, Court Reporters also work in arbitration centres and the offices of professional associations. Reporting is typically done between 10:00 a.m. and 4:00 p.m.; but production schedules for the completion of transcripts vary from case to case. Court Reporters must be prepared to work evenings and weekends.

Salary

- \$40,000 – \$60,000 per year

Application Requirements

Minimum Age

- ▶ 20 years

Citizenship Status

- ▶ At minimum, a work permit is required.

Physical Fitness

- ▶ No medical examination is required, but the applicant must have reasonably good hearing to record proceedings and reasonably good vision to read back the record of proceedings in court. The applicant must also be physically fit to transport fairly heavy equipment (e.g., computerized stenograph machine) to various work sites.

Criminal Record and Background Checks

- ▶ No criminal record or background checks

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma or a certificate of proficiency from an accredited shorthand reporters' association	Completion of 20-24 month diploma <i>Court Reporter Course</i> at an accredited court reporting training institute (e.g., Langara College)
Work Experience	None	<ul style="list-style-type: none"> • Work experience in a related field (e.g. legal or medical secretary) • Experience in use of computers
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none"> • Computer use; use of stenograph machine (200 wpm) • Ability to work under stress • Ability to establish priorities 	Well-developed English language skills
Licences and Certificates	None	None

In order to effectively perform their duties, Court Reporters must be able to work under pressure and without supervision. They must also be willing to work long hours. In addition, they should be able to assert themselves with diplomacy and have the ability to tactfully ensure that proceedings are conducted in a controlled manner in order that the integrity of the record is preserved.

Career Path

Senior Court Reporter



Court Reporter

NOTE: Senior reporters report high profile cases and consequently earn more.

Number of New Hires (FY 1993 – 1994)

- Approximately 5 – 7

Hiring Projections (1994 – 1999)

- Approximately 5 – 7 per year

Intentionally left blank

Courts Office Assistant II

Hiring Ministry/Agency

- B.C. Ministry of Attorney General, Court Services Branch

Summary of Duties

Courts Office Assistants are responsible for assisting the public, members of the Bar, and other employees with file requests. The duties of this position are:

- To file documents according to the classification system
- To assist clients at the counter
- To carry out search requests for legal professionals and the public
- To collect search and photocopying fees using the Accounts Receivable Collection System
- To answer telephone inquiries and take requests over the telephone

Working Conditions

Courts Office Assistants are entirely office-based and work at court registry offices. They do not need to travel or work on shifts or on weekends.

Salary

- On-call: \$15.54 – \$16.65 per hour
- Full-time: \$28,402 per year

NOTE: Staff are initially hired on an on-call, as-needed basis.

Application Requirements

Minimum Age

- ▶ No minimum requirement, but the applicant must have completed Grade 12.

Citizenship Status

- ▶ Canadian citizenship is required.

Physical Fitness

- ▶ No medical examination is required.

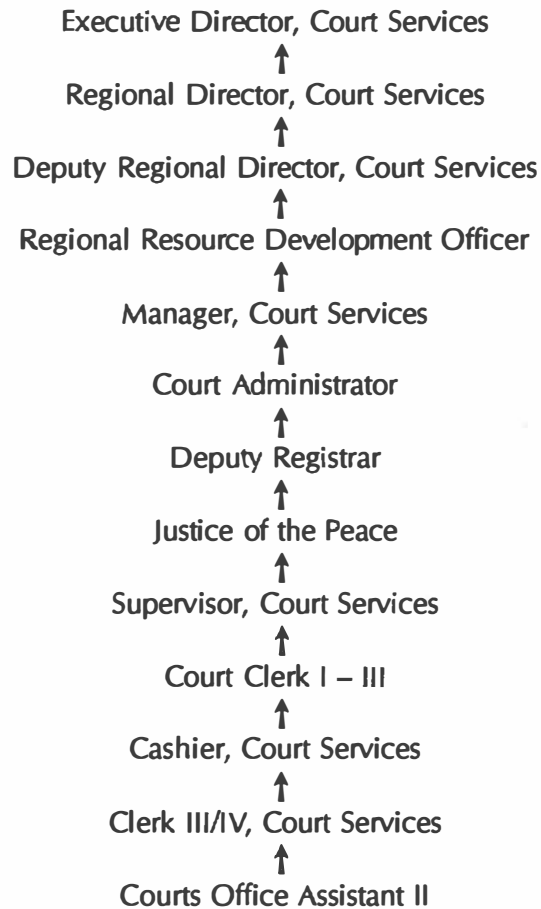
Criminal Record and Background Checks

- ▶ Basic criminal record check

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma	None
Work Experience	Work experience in the following areas: <ul style="list-style-type: none"> • General office procedures • Typing and use of computers • Filing • Dealing with the public 	None
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none"> • Typing skills (at least 40 wpm) • Computer use • Effective communication skills • Ability to write legibly • Ability to deal with the public with confidence and courtesy 	Ability to work independently but also function effectively as a member of a team
Licences and Certificates	None	None

Career Path



Number of New Hires (FY 1993 – 1994)

- 17

Hiring Projections (1994 – 1999)

- Approximately 17 per year

Intentionally left blank

Deputy Sheriff

Hiring Ministry/Agency

- B.C. Ministry of Attorney General, Court Services Branch

Summary of Duties

Deputy Sheriffs are responsible for ensuring that all orders of the court are carried out. Specifically, their duties are as follows:

- To provide security for courts at all levels
- To escort accused, convicted, and other persons
- To implement jury management procedures
- To serve court-related documents
- To provide assistance to coroners in Coroner's Court

Working Conditions

Deputy Sheriffs are stationed at Sheriff's offices, which are generally located in court buildings. Travel is a necessary part of the job, however, especially for Deputy Sheriffs who are responsible for escorting prisoners and other persons who are being held in custody. Shift work is required and, in some locations, weekend and overtime work are also part of the job.

Salary

- On-call: \$16.50 – \$18.78 per hour
- Full-time: \$30,134 per year

NOTE: Generally, Deputy Sheriffs are hired initially as auxiliaries who work on an on-call basis.

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ At minimum, landed immigrant status is required.

Physical Fitness

- ▶ The applicant must pass a medical examination administered by the applicant's family physician. The physician is provided with a description of the Sheriff Officers Physical Abilities Test (see below) and is asked to certify that the applicant may take the test without known risk.
- ▶ Standards of fitness include:
 - Uncorrected vision no less than 20/100 for either eye
 - Corrected vision no less than 20/30 for either eye
- ▶ The applicant must pass the Sheriff Officers Physical Abilities Test (SOPAT). This involves the following activities:
 - Running a distance of 400 metres, which includes climbing up and down stairs, jumping over low obstacles, and pushing and pulling on heavy weights. This portion of the test must be completed within 4 minutes, 15 seconds.
 - Carrying an 80-pound weight a distance of 50 feet

Criminal Record and Background Checks

- ▶ Fingerprint

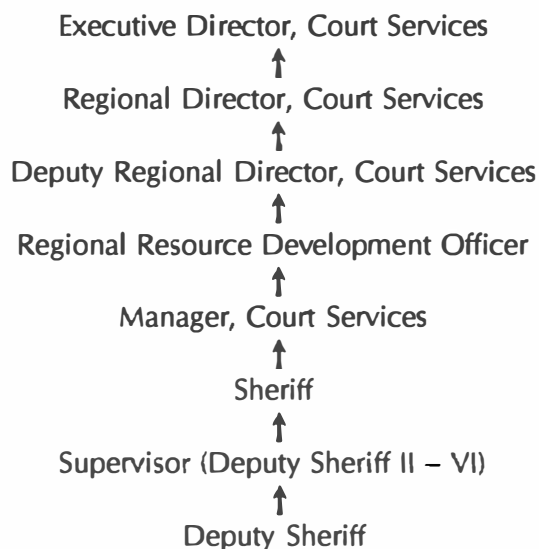
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma	<ul style="list-style-type: none"> • Post-secondary institute courses or diploma in criminology, sociology, or psychology • Completion of conflict resolution courses
Work Experience	None	None
Volunteer Experience	None	Volunteer experience working with people under stressful or difficult conditions (e.g., providing anger management counselling)
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Ability to use tact, good judgment, and firmness when directing other people • Ability to deal with hostile and dangerous persons • Ability to defuse volatile situations • Ability to make sound decisions in stressful situations 	Ability to use office machines (e.g., calculator, computer, photocopier, and two-way radio equipment)
Licences and Certificates	Class 4 unrestricted B.C. driver's licence	First Responder First Aid and CPR certificate

The job of a Deputy Sheriff carries considerable responsibility and involves significant risk. The person best suited for this position must:

- Be physically fit
- Be able to manage hostile and violent persons effectively
- Be able to exercise good judgment, make quick decisions, and give instructions or directions in emergencies
- Possess effective speaking and writing skills

Career Path



Number of New Hires (FY 1993 – 1994)

- 36

Hiring Projections (1994 – 1999)

- Approximately 36 per year

Section 3 Emergency Health Services



Intentionally left blank

Emergency Medical Assistant I

Hiring Ministry/Agency

- B.C. Ministry of Health, B.C. Ambulance Service

Summary of Duties

Emergency Medical Assistants (EMA) I, also known as ambulance paramedics, are responsible for providing effective and efficient prehospital medical care in order to minimize disability and loss of life. Their duties are:

- To provide emergency medical treatment
- To prepare required reports
- To clean and maintain the ambulance
- To maintain the ambulance station and equipment
- To undergo required training in order to maintain and upgrade skills

Working Conditions

Full-time working hours for Emergency Medical Assistants are 35 to 42 hours per week, depending on shift schedules and assigned duties. Various shift patterns are followed, with the norm being two 10-hour days followed by two 14-hour nights. The possibility of overtime work is an inherent part of the job. Shifts run through weekdays and weekends and are worked either at the ambulance station or on-car. While waiting to respond to calls, Emergency Medical Assistants are expected to maintain their vehicles and equipment at their stations. There are just under 200 ambulance stations in the province.

Salary

- \$18.00 per hour

NOTE: Staff are initially hired on an as-needed, call-out basis. Full-time career positions are filled only under the terms of the Collective Agreement between the Emergency Health Services Commission and the Ambulance Paramedics of British Columbia, Canadian Union of Public Employees (CUPE) Local 873.

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ At minimum, landed immigrant status is required.

Physical Fitness

- ▶ The applicant must pass a medical examination administered by the applicant's family physician.
- ▶ Successful applicants are required to take a medical examination from a qualified physician and a physical fitness examination in order to qualify for employment.
- ▶ Successful applicants must have current immunizations, with a booster series against poliomyelitis, tetanus, and diphtheria. A chest x-ray or skin test is taken annually.

Criminal Record and Background Checks

- ▶ B.C. Ministry of Health criminal record search
- ▶ Driver's licence search to ensure that a safe driving record exists

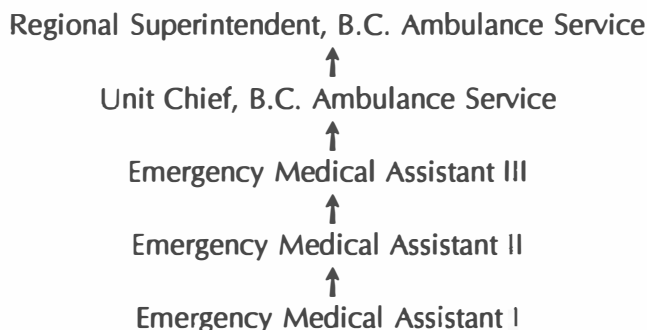
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma or equivalent	None
Work Experience	None	Work experience in any of the following jobs: <ul style="list-style-type: none"> • Life guard • Ski patrol • Occupational First Aid Attendant
Volunteer Experience	None	Volunteer experience in any type of work involving patient care (e.g., long-term care aide)
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Effective interpersonal skills • Ability to make decisions under pressure • Ability to exercise leadership in emergency situations • Ability to work effectively without direct supervision • Ability to react professionally to traumatic situations 	<ul style="list-style-type: none"> • Use of basic medical equipment (e.g., stethoscope, blood pressure cuff) • Patient assessment skills
Licences and Certificates	<ul style="list-style-type: none"> • B.C. driver's licence (Class 1, 2, or 4) • Level C CPR Certificate (Infant CPR) • Industrial First Aid Certificate (issued by Worker's Compensation Board) 	None

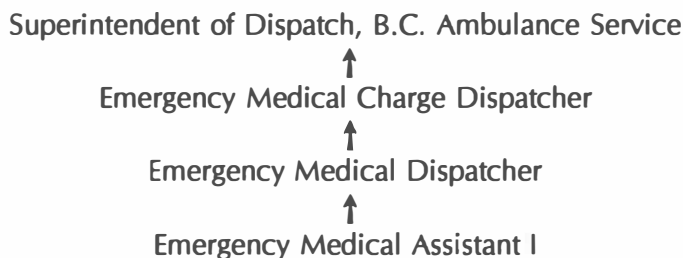
- Continuing education and training are a key component of the Emergency Medical Assistant's job and are essential for career advancement. All EMA I paramedics are required to attend a certification course at the Justice Institute of B.C. The course covers essential skills and provides a solid basis for advanced training. It includes subjects such as mechanics and practice of lifting patients, equipment familiarity, preservation of evidence, emergency vehicle driving, etc.
- Paramedics at all levels currently must recertify their licences every five years through a two-week testing process. During the period between recertifications, paramedics are provided with continuing medical education modules paid for by the B.C. Ambulance Service.

Career Path

Track 1



Track 2



Number of New Hires (FY 1993 – 1994)

- Approximately 300 – 350

Hiring Projections (1994 – 1999)

- Approximately 300 – 350 per year

Intentionally left blank

Section 4

Fire



Intentionally left blank

Firefighter

Hiring Ministry/Agency

- Municipal fire departments
- Airport fire services (e.g., Vancouver Airport Authority Fire Rescue Services; federal Department of Transport Airport Fire Services)

Summary of Duties

Firefighters are responsible for suppressing fire and undertaking the emergency rescue and care of victims. Their duties are as follows:

- To extinguish fires
- To search for and rescue people from danger
- To undertake fire prevention and public education activities
- To drive/operate fire apparatus
- To respond to medical emergencies, hazardous materials incidents, and related emergencies

Working Conditions

Firefighters generally work 48-hour weeks in two 10-hour day shifts and two 14-hour night shifts. These shifts run through weekdays and weekends. Much of the job involves physical work. While stationed at the firehall, they spend time maintaining the fire truck, equipment, and premises. In some cases, they are required to do two hours of drills on every shift. Other aspects of the job take them away from the firehall for non-emergency purposes, such as fire inspection work, spot-checks of hydrant locations, and public education activities.

Salary

- Full-time: \$30,000 – \$50,796 per year
- On-call: \$15.02 – \$25.00 per hour

NOTE: In some areas, firefighters are initially hired on an on-call basis. In other areas, recruits are hired for full-time regular positions.

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ Canadian citizenship or landed immigrant status, depending upon the agency

Physical Fitness

- ▶ The applicant must pass a medical examination administered either by the applicant's family physician or the employer's physician. The requirement varies from department to department, but generally is based on the National Fire Protection Association (NFPA) standards. The applicant must also meet the Motor Vehicle Branch vision standards for professional drivers.
- ▶ The applicant must pass a physical abilities test. Standards vary from department to department. Some examples are:
 - U.S. National Fire Protection Association (NFPA) standards
 - Canada Fitness Council Physical Evaluation standards

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIC)
- ▶ Fingerprint
- ▶ CSIS or RCMP clearance

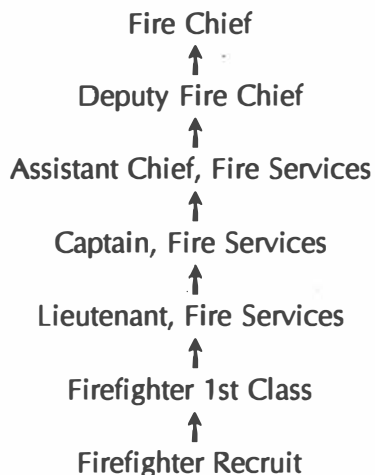
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	<ul style="list-style-type: none"> • Grade 10 with two years apprenticeship, or • Grade 12 diploma 	Some post-secondary courses in fire sciences, building technology, mechanics, conservation, or courses such as <i>Basic Fire Sciences</i> or <i>Introduction to Fire Science</i> (Justice Institute of B.C.) or a diploma program in fire services (Justice Institute of B.C.)
Work Experience	None	Work experience in any of the following areas is highly desirable: <ul style="list-style-type: none"> • Building construction • Trades such as drywall, plumbing, locksmithing • Various types of mechanical work
Volunteer Experience	None	Volunteer experience in any of the following areas is highly desirable: <ul style="list-style-type: none"> • Firefighting/ambulance work • Search and rescue • Coaching team sports • Public relations • Other types of community service
Skills and Abilities	<ul style="list-style-type: none"> • Problem-solving skills • Ability to adapt to changing situations • Ability to follow orders • Ability to handle stress effectively • Ability to maintain a fit and healthy lifestyle 	<ul style="list-style-type: none"> • Ability to speak a second language • Communication skills • Ability to work effectively in a team • Computer skills • Typing skills
Licences and Certificates	<ul style="list-style-type: none"> • Class 5 B.C. driver's licence with air brakes • Industrial First Aid certificate 	<ul style="list-style-type: none"> • Class 3 B.C. driver's licence • Self-contained Underwater Breathing Apparatus (SCUBA) Certificate • Search and Rescue Training Certificate • Dangerous Goods Awareness Training Certificate • Radio Operator Training Certificate

Applicants for this position who possess the following mix of abilities and personal characteristics may have greater chances of being hired:

- Exceptionally physically fit
- Interested in science, with knowledge of the practical applications of basic concepts of physics and chemistry (e.g., combustion, the nature of fire, etc.)
- Reasonably articulate, with a fairly good command of English
- Able to speak a second language
- Able to work effectively in conditions of stress
- Able to handle rapid transitions from a situation of calm and routine to one of extreme emergency
- Committed to providing the same level and quality of service to all segments of society regardless of race, economic status, social standing, etc.

Career Path



NOTE: Areas of specialization for firefighters include fire prevention, communications (dispatch), and training.

Number of New Hires (FY 1993 – 1994)

- Vancouver 24
- Surrey 13
- Langley 14
- Richmond 6
- Nanaimo 1
- Vancouver Airport 6

NOTE: This list is only a sampling of various fire departments in B.C. The firefighters hired by Langley were hired on an on-call basis. All other figures represent full-time hires.

Hiring Projections (1994 – 1999)

1994 – 1995	1995 – 1996	1996 – 1997	1997 – 1998	1998 – 1999
95	80 – 120	100 – 200	40 – 80	80 – 120

Intentionally left blank

Section 5 Inspection & Enforcement



Intentionally left blank

By-Law Enforcement Officer

Hiring Ministry/Agency

- Municipal government

Summary of Duties

By-Law Enforcement Officers are responsible for enforcing the by-laws and statutes of the municipality, reducing the frequency of violations, and protecting the welfare of the community by providing information on and ensuring compliance with municipal by-laws and regulations. Their specific duties are:

- To receive complaints
- To observe and report violations
- To issue summons for violations and prosecute violators
- To give information and advice to the public on by-law matters

Working Conditions

By-Law Enforcement Officers generally work out of offices located in the municipal or city hall. Their job involves frequent travel and much driving. They spend most of their time on patrol, but also do a considerable amount of paperwork, such as preparing reports and court documents. They work 35 to 40 hours per week, in shifts that run through weekends.

Salary

- Varies from municipality to municipality, based on factors such as the size of the population, the number of staff, whether the staff are unionized, and others. As an example, By-Law Enforcement Officers in Kelowna earn approximately \$45,880 per year.

Application Requirements

Minimum Age

- ▶ No minimum requirement, but the applicant must have completed Grade 12.

Citizenship Status

- ▶ Canadian citizenship is required.

Physical Fitness

- ▶ The applicant must pass a medical examination by an employer-designated physician.

Criminal Record and Background Checks

- ▶ RCMP Security Clearance

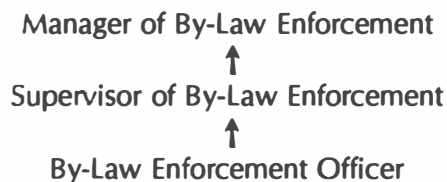
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma	Completion of <i>By-Law Enforcement and Investigative Skills Course</i> (Justice Institute of B.C.) This course is generally open only to those already employed in the field, but persons outside the service may attend if seats are available.
Work Experience	Some experience in work involving investigative skills	None
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Typing skills • Supervisory skills • Investigative skills • Ability to exercise good judgment in interpreting laws • Ability to deal with the public with courtesy, tact, diplomacy 	None
Licences and Certificates	<ul style="list-style-type: none"> • Class 5 B.C. driver's licence 	None

The work of a By-Law Enforcement Officer involves not only regular exposure to the risk of personal injury and traffic hazards but also considerable exposure to verbal abuse. To deal with these challenges, By-law Enforcement Officers must:

- Be alert to these risks and able to prevent or respond to them effectively
- Remain calm in stressful situations
- Apply effective listening and communication skills in dealing with people who may be frustrated, angry, and hostile

Career Path



NOTE: Position titles may vary from municipality to municipality.

Number of New Hires (FY 1993 – 1994)

- Varies from municipality to municipality

Hiring Projections (1994 – 1999)

- Vary from municipality to municipality

Intentionally left blank

Customs Inspector

Hiring Ministry/Agency

- Public Service Commission (PSC) for Revenue Canada (Customs)

Summary of Duties

Customs Inspectors are responsible for ensuring that all travellers and importers of commercial goods comply with all entry requirements stipulated under Canadian law. Specifically, they carry out inspection, control, and enforcement activities with respect to the international movement of goods, conveyances, and persons. In order to do this, Customs Inspectors administer over 60 pieces of legislation on behalf of other government departments.

Working Conditions

Many Canada Customs offices operate on a 24-hour basis, seven days a week. Customs Inspectors must therefore work in shifts that run through weekdays and weekends. Customs offices are located in various sites, such as highway border crossings, airports, seaports, and inland facilities. Some are located in major urban centres, while others are in isolated areas (e.g., the Yukon).

Salary

- \$29,562 – \$36,201 per year

Application Requirements

Minimum Age

- ▶ No minimum stated, but the applicant must have successfully completed secondary school education or a Public Service Commission-approved alternative.

Citizenship Status

- ▶ At minimum, landed immigrant status; but preference is given to Canadian citizens.

Physical Fitness

- ▶ No medical examination is required.

Criminal Record and Background Checks

- ▶ Enhanced Reliability

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Secondary school education or PSC-approved alternative with some work experience	Post-secondary program or Bachelor of Arts diploma (e.g., law enforcement or related fields)
Work Experience	Dealing with the public in an information-giving or investigative role requiring discretion	None
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none"> • Ability to observe, inspect, and recall • Ability to analyze and decide • Ability to learn, retain, and apply information • Ability to calculate • Ability to communicate 	<ul style="list-style-type: none"> • Good speaking skills • Ability to enforce policies • Ability to project a professional image and demeanour • Service orientation
Licences and Certificates	<ul style="list-style-type: none"> • Class 5 driver's licence • Security clearance 	None

- Applicants must pass a written test to demonstrate that they possess the necessary job-related abilities. Successful candidates are further assessed through a personal interview and reference checks with former employers.
- New recruits must be willing to attend and successfully complete an intensive 14-week training program at the Customs College in Rigaud, Quebec.

Career Path

- Experienced Customs Inspectors may compete for managerial positions or pursue careers in specialty areas (e.g., interdiction, intelligence, investigations, policy development) or administrative areas (e.g., personnel, finance).

Number of New Hires (FY 1993 – 1994)

- Information not available

Hiring Projections (1994 – 1999)

- Information not available

Intentionally left blank

Section 6

Police



Intentionally left blank

Communications Operator I

Hiring Ministry/Agency

- Vancouver Police Department

NOTE: This profile contains information about Communications Operators employed in the Vancouver Police Department. Other municipalities and districts also employ similar personnel. Please check with these employers for information specific to their agencies.

Summary of Duties

Communications Operators are responsible for handling emergency and non-emergency calls. Their duties are:

- To answer 9-1-1 calls from around the Greater Vancouver Regional District
- To evaluate calls and direct them to the appropriate agency
- To handle 9-1-1 calls for the Vancouver Police Department
- To create computer entries for Vancouver Police Department calls and question the caller for details
- To handle non-emergency calls for the Vancouver Police Department

Working Conditions

Communications Operators are entirely office-based. They work 9- and 11-hour shifts that may occur at any time of day or night. Weekend work is an integral part of the job.

Salary

- \$33,847 per year

Application Requirements

Minimum Age

- ▶ 18 years

Citizenship Status

- ▶ At minimum, landed immigrant status is required.

Physical Fitness

- ▶ No medical examination is required, but the applicant must have reasonably good vision to operate a computer and reasonably good hearing to take calls.

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIG)
- ▶ Fingerprint

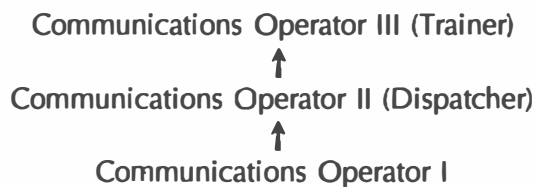
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma	None
Work Experience	None	Work experience in general office or clerical positions and in the use of a keyboard
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none">• Keyboard skills (a minimum of 50 wpm)• Effective communication skills• Well-developed analytical skills• Ability to use a computer	None
Licences and Certificates	None	None
Others	None	Wide variety of life experiences

To perform their duties effectively, Communications Operators must be:

- Above-average communicators, with very well developed listening, speaking, and writing/typing skills
- Highly analytical
- Persons of integrity

Career Path



Number of New Hires (FY 1993 – 1994)

- None

Hiring Projections (1994 – 1999)

- Approximately 12 per year

Intentionally left blank

Police Constable

Hiring Ministry/Agency

- Municipal police departments
- Royal Canadian Mounted Police (RCMP)
- Railway Police (including CP Rail Police, CN Rail Police, and B.C. Rail Police)
- Ports Canada Police

Summary of Duties

Police Constables are responsible for maintaining peace, order, and public security. Their specific duties are:

- To prevent crime and disorder
- To apprehend offenders and bring them to justice
- To investigate crime and respond to calls for service
- To address the fears and concerns of the public regarding crime and disorder

Working Conditions

Municipal Police Constables are hired as municipal employees and perform their duties primarily within the geographic area of the municipality. Members of the RCMP are hired to perform a wide variety of police duties throughout Canada and, in some cases, abroad. In B.C., the RCMP function as the Provincial Police Force, but they also police some large municipalities, such as Surrey, Burnaby, Richmond, and North Vancouver. Police Constables perform their duties within the radius of their departments or RCMP detachments. On occasion, they may need to pursue investigations in other jurisdictions. Their duties combine outdoor and indoor work. Aside from patrol duties, Police Constables are also responsible for a lot of paperwork to document incidents that they respond to. They work 40 hours a week, generally in 12-hour shifts. Weekend work is required, and overtime work, including attendance at court, is the norm.

Salary

- Entry-level Municipal Police: \$39,888 per year
- Entry-level RCMP: \$31,172 per year
- Railway Police: \$45,900 per year
- Ports Canada Police: \$35,806 per year

NOTE: RCMP cadets undergo a six-month pre-employment training period before they are officially hired. The training allowance they are given during this six-month period is based on a salary of \$18,200 per year. All other services hire recruits and train them on the job.

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ Canadian citizenship or landed immigrant status, depending upon the agency

Physical Fitness

- ▶ The applicant must pass a medical examination administered by a physician designated by the employer.
- ▶ Standards of fitness include:
 - Vision corrected to 20/20 – 20/30; good colour vision (red, green, amber discrimination)
 - Weight proportional to height/build; no height restrictions
- ▶ The applicant must also pass the Police Officers Physical Abilities Test (POPAT), a basic national standard developed by the Justice Institute of B.C. A booklet containing diagrams and descriptions of exercises required to reach fitness and ability levels for the test is available from the Justice Institute's Police Academy.

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIC)
- ▶ Fingerprint
- ▶ Police Information Retrieval System

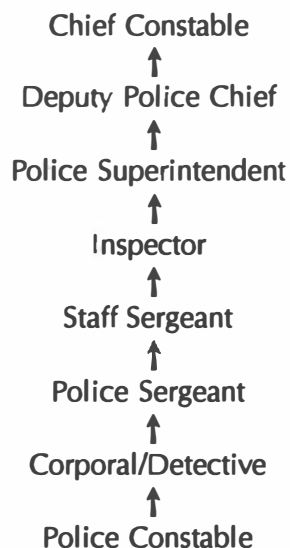
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Grade 12 diploma, plus one year of post-secondary education	Two-year diploma in criminology or in liberal arts, preferably with emphasis on psychology, sociology, or communication skills
Work Experience	None	Work experience in service-oriented positions involving public contact
Volunteer Experience	None	Volunteer experience in any of the following: <ul style="list-style-type: none"> • Auxiliary/Reserve Police • Victim/Witness Services • Community social agencies • Coaching youth sporting activities • Community police stations
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Problem-solving skills • Demonstrated initiative • Ability to take responsibility in emergency situations 	<ul style="list-style-type: none"> • Computer keyboard skills • Swimming (required in some agencies) • Ability to speak a second language • Ability to learn a wide variety of subjects quickly and correctly
Licences and Certificates	<ul style="list-style-type: none"> • Class 5 B.C. driver's licence • First Aid certificate (St. John Ambulance or First Responder) • Basic CPR certificate 	None

Police Constables carry a great deal of responsibility and are expected to be able to handle difficult emergency situations alone. In order to perform their jobs effectively, they should possess the following mix of abilities and personal characteristics:

- Initiative, ingenuity, and resourcefulness
- Physical strength, courage, and endurance to perform police assignments and handle physical confrontation
- Social skills and the ability to communicate effectively with persons of various cultures and economic backgrounds
- Desire to help those in need
- Ability to remain calm and objective in order to provide leadership in emotionally charged situations
- Ability to adapt to technological and social changes

Career Path



Number of New Hires (FY 1993 – 1994)

- Municipal Police: 48
- RCMP (from B.C.): 63
- Railway Police: 0
- Ports Canada Police: 0

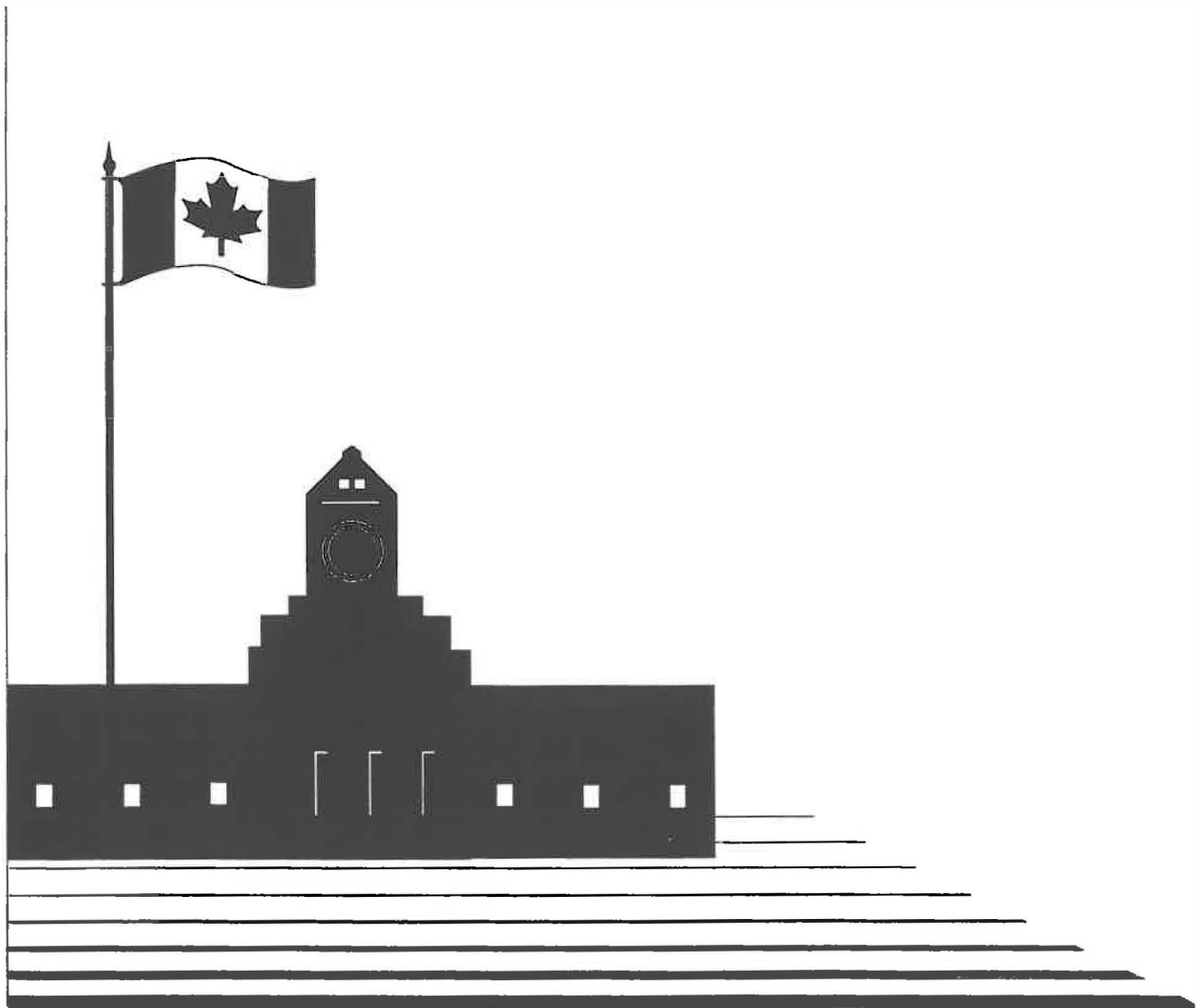
Hiring Projections (1994 – 1999)

	1994 – 1995	1995 – 1996	1996 – 1997	1997 – 1998	1998 – 1999
Municipal	60	70	75	70	80
RCMP	80	85	90	80	85
Railway	0	0	0	0	0
Ports Canada	0	0	0	0	0

NOTE: These hiring projections are for the province of B.C.

Intentionally left blank

Section 7 Security Intelligence Service



Intentionally left blank

Case Management Coordinator and Investigator

Hiring Ministry/Agency

- Canadian Security Intelligence Service (CSIS)

Summary of Duties

- Classified information

Salary

- \$32,080 – \$51,657 per year

Application Requirements

Minimum Age

- ▶ Classified information

Citizenship Status

- ▶ Canadian citizenship is required.

Physical Fitness

- ▶ The applicant must pass a medical examination.
- ▶ No physical abilities test is required.

Criminal Record and Background Checks

- ▶ Extensive screening and testing: background, criminal, character, and other checks

Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Bachelor of Arts diploma	None
Work Experience	Experience required. Areas not specified.	None
Volunteer Experience	None	None
Skills and Abilities	<ul style="list-style-type: none"> • Analytical skills • Writing skills • Investigative skills • Ability to deal with various types of people 	<ul style="list-style-type: none"> • Demonstrated initiative • Ability to exercise discretion • Attention to detail • Commitment to continued learning • Computer literacy
Licences and Certificates	Driver's licence	None

Career Path

- Classified information

Number of New Hires (FY 1993 – 1994)

- Classified information

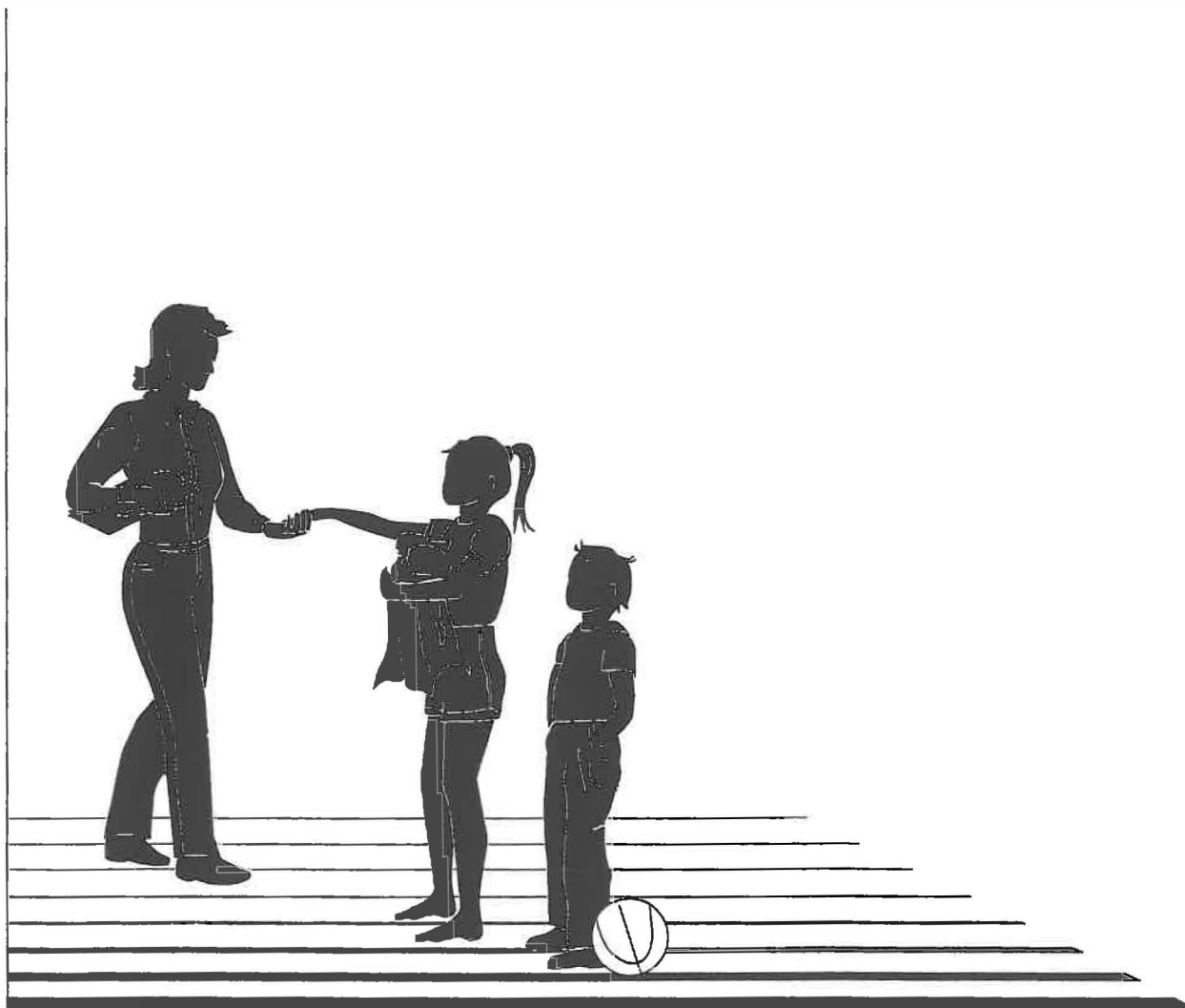
Hiring Projections (1994 – 1999)

- Classified information

Intentionally left blank

Section 8

Community Support



Intentionally left blank

Child and Youth Care Worker

Hiring Ministry/Agency

- Private agencies contracted by the B.C. Ministry of Attorney General and the B.C. Ministry of Social Services

Summary of Duties

Child and Youth Care Workers are responsible for providing counselling and support for youth aged 13 to 18 in a group home setting. The duties of this position are:

- To assist young persons develop goals
- To set up case management plans focusing on those goals
- To help empower young persons through awareness of their rights and responsibilities in the community
- To maintain the group home and provide a safe and healthy environment for the residents
- To assist young persons strengthen their communication skills

Working Conditions

The primary job location for this position is a residence or group home. Some travel is required to the head office of the employing agency. The work schedule may involve a 40-hour week, with shift changes occurring every three weeks. Shifts run from 9:00 a.m. to 5:00 p.m., from 2:00 p.m. to 10:00 p.m., and from 11:00 p.m. to 7:00 a.m.

Salary

- Approximately \$25,200 – \$28,800 per year

Application Requirements

Minimum Age

- ▶ 22 years

Citizenship Status

- ▶ At minimum, a work permit is required.

Physical Fitness

- ▶ The applicant must pass a medical examination administered by the applicant's family physician. The physician is provided with a certification form to sign.
- ▶ The applicant must also pass a tuberculosis test.

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIC)

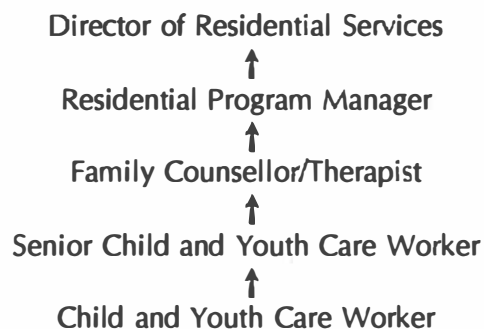
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	<ul style="list-style-type: none"> • Bachelor of Arts diploma in Child and Youth Care (University of Victoria), or • Completion of <i>Working with Troubled Adolescents Certificate Program</i> (Justice Institute of B.C.), and two years of experience, or • Completion of <i>Child Care Program</i> (Douglas College), plus one year of experience 	None
Work Experience	Some settings (e.g., treatment model homes) require applicants to have at least one year of experience in residential child and youth care.	None
Volunteer Experience	None	Experience in working with young people (e.g., recreational worker or crisis line worker)
Skills and Abilities	<ul style="list-style-type: none"> • Problem-solving skills • Excellent communication skills • Conflict resolution skills • Ability to make sound judgments in crisis situations • Proven ability to build and maintain professional relationships with young people • Ability to observe rules of confidentiality 	<ul style="list-style-type: none"> • Proven ability to relate effectively with persons from different cultures • Proven ability to build and sustain effective liaisons within the community that help support young people • Demonstrated initiative
Licences and Certificates	<ul style="list-style-type: none"> • Class 4 B.C. driver's licence 	<ul style="list-style-type: none"> • First Aid certificate (First Responder)

The person best suited for the job of Child and Youth Care Worker is:

- Challenged by the opportunity to help young people learn how to manage conflict and difficult situations in their lives
- Able to manage angry behaviour without taking it personally
- Able to provide caring support in a professional manner

Career Path



Number of New Hires (FY 1993 – 1994)

- Varies from agency to agency

Hiring Projections (1994 – 1999)

- Dependent on funding for each year. Applications for funding are made annually.

Community Support Worker

Hiring Ministry/Agency

- Private agencies contracted by the B.C. Ministry of Social Services and the B.C. Ministry of Health

Summary of Duties

Community Support Workers are responsible for implementing programs and activities with physically or mentally disabled adults who need assistance in living independently in the community. The duties of this position are:

- To provide clients with life skills training and assistance (e.g., banking, budgeting, cooking, problem-solving, decision-making)
- To help promote the clients' independence, interdependence, and empowerment

Working Conditions

Community Support Workers are primarily based in residences or group homes for physically or mentally disabled adults. Travel to the head office of the employing agency may be necessary. The job usually calls for a 40-hour work week, generally during the afternoon/evening shift that runs from 2:00 p.m. to 10:00 p.m.

Salary

- Approximately \$24,300 – \$27,600 per year

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ At minimum, landed immigrant status is required.

Physical Fitness

- ▶ The applicant must present a letter from his/her family physician, stating that the applicant is physically and mentally fit to perform the job.
- ▶ The applicant must also pass a tuberculosis test.

Criminal Record and Background Checks

- ▶ Canadian Police Information Centre (CPIC)

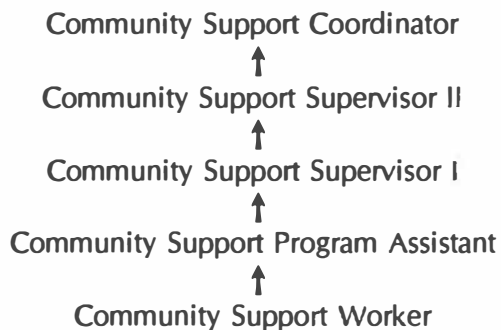
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	<ul style="list-style-type: none"> • Completion of a diploma program in social sciences (e.g., psychology, sociology, human services, or related fields), or • Completion of <i>Community Support Worker Certification Program</i>, or • Grade 12 diploma, plus two years of experience 	None
Work Experience	At least one year of experience in the human services fields (e.g., relief worker, one-to-one worker)	Two to three years of experience in the human services fields
Volunteer Experience	None	Experience in human services fields (e.g., recreational worker, hospital volunteer)
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Team building skills • Conflict resolution skills 	<ul style="list-style-type: none"> • Computer use • Skills in community development/ liaison • Demonstrated familiarity with physical disabilities, disorders, adaptive equipment, etc.
Licences and Certificates	<ul style="list-style-type: none"> • Class 4 B.C. driver's licence • Certificate in Emergency or Survival First Aid 	None

To effectively perform their duties, Community Support Workers must:

- Believe firmly in the integration of physically or mentally disabled adults into the community
- Possess strong advocacy skills
- Be able to create a supportive learning environment in the group home
- Respect the fact that the group home belongs to each resident who lives there

Career Path



Number of New Hires (FY 1993 – 1994)

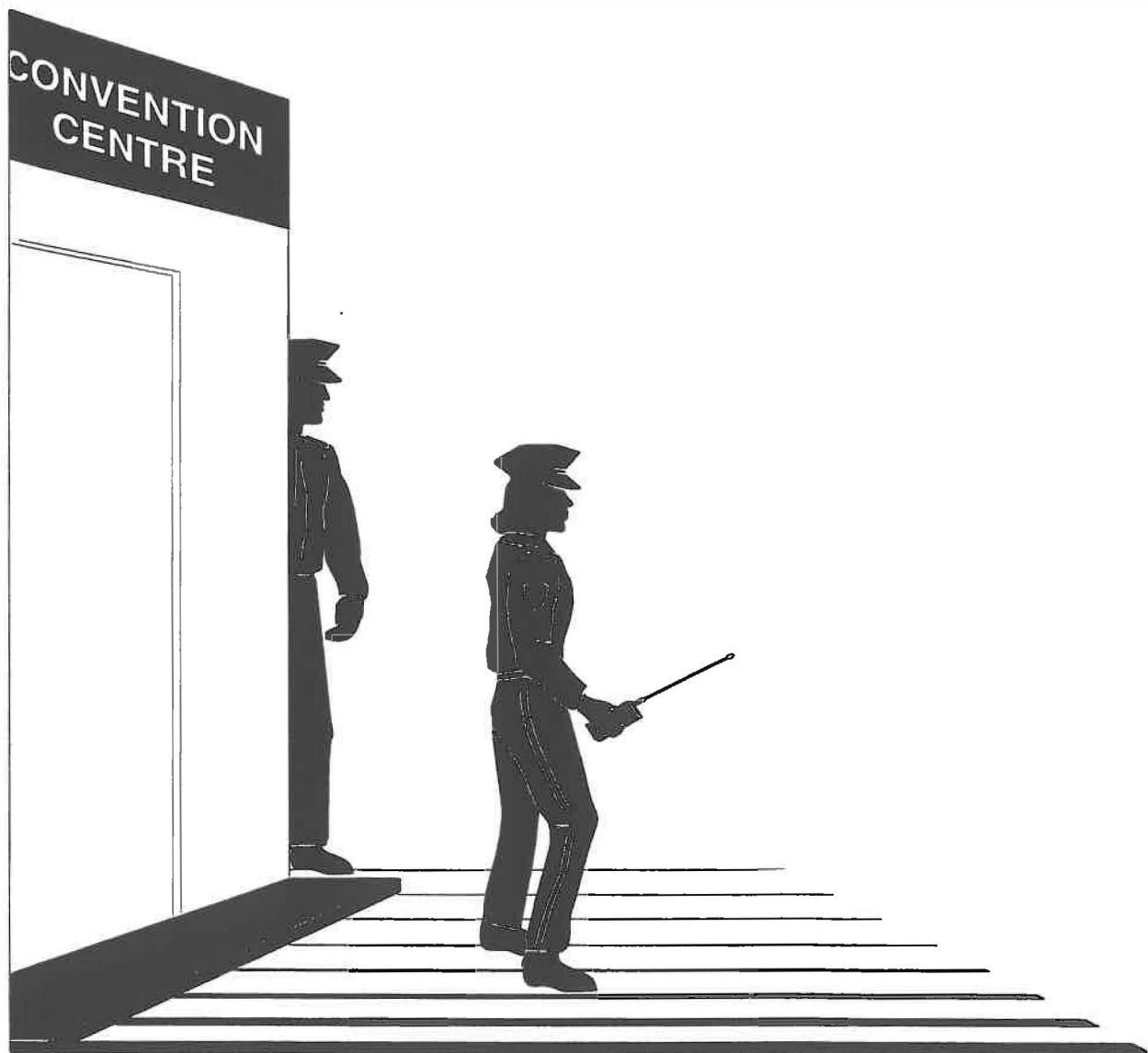
- Varies from agency to agency

Hiring Projections (1994 – 1999)

- Dependent on funding for each year. Applications for funding are made annually.

Section 9

Private Security



Intentionally left blank

Private Security Guard

Hiring Ministry/Agency

Private industry or public service, on either a proprietary or contract basis. *Proprietary (or in-house) security* refers to services operated within companies or businesses whose main product is not security but who maintain their own security sections. Some examples are department stores, stadiums, and convention centres. *Contract security*, on the other hand, is provided by security services companies to persons, companies, agencies, or organizations who do not maintain their own security sections.

Summary of Duties

Private Security Guards are responsible for conducting security duties, either uniformed or non-uniformed, for and in accordance with the wishes of the employer or contractor, and within local, provincial, and federal laws. Their duties are:

- To ensure the security of persons within the confines of the property of the employer/contractor
- To ensure the physical security of the real property of the employer/contractor
- To ensure the physical security of the goods, materials, and information owned by the employer/contractor
- To provide a service to members of the public interacting with the employer/contractor
- To assist the employer/contractor in providing a safe and secure working environment for their employees

Working Conditions

Private Security Guards are assigned to a variety of work locations, such as hospitals, schools, office towers, shopping malls, construction sites, etc. They must be prepared to work either indoors or outdoors, on shifts, and on weekends and holidays. Work schedules vary depending on the contract. This type of job offers people considerable flexibility in the number of hours they wish to work.

Salary

- Contract security: minimum hourly wage
- Proprietary/in-house security: usually pays a higher starting salary, but there is no norm.

Application Requirements

Minimum Age

- ▶ 19 years

Citizenship Status

- ▶ At minimum, landed immigrant status is required.

Physical Fitness

- ▶ The applicant may be required to undergo a medical examination.
- ▶ Standards of fitness
 - Although a physical abilities test is not usually required, applicants must possess general health and fitness qualifications consistent with a job that often includes periods of physical exertion, such as walking, climbing, and shift work.
 - Some duties may require additional physical abilities, such as bicycle skills.

Criminal Record and Background Checks

- ▶ Contract security guards must be licensed by provincial authorities. Applicants for these positions must undergo criminal record and background checks, including police computer and fingerprint checks. A criminal record is not an automatic barrier to employment. Some criminal convictions, however, may bar applicants from certain positions due to the nature of those positions. For example, an applicant who is under a driving prohibition may not apply for a position that requires driving skills.

Residency

- ▶ Applicants for security licences must be residents of B.C.

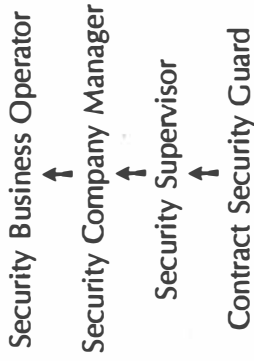
Qualifications

	MINIMUM REQUIREMENTS	PREFERRED CREDENTIALS
Education and Training	Generally, a Grade 12 diploma is required.	Pre-employment training certificate
Work Experience	None	Work experience in: <ul style="list-style-type: none"> • Security field • Dealing with people
Volunteer Experience	None	Volunteer experience in positions requiring contact with the public
Skills and Abilities	<ul style="list-style-type: none"> • Effective communication skills • Ability to operate independently in the work environment • Ability to interact and reason with people • Ability to remain calm in stressful situations 	<ul style="list-style-type: none"> • Ability to work on short notice • Ability to take direction from a variety of sources • Ability to work within a set work plan • Ability to maintain a positive corporate image
Licences and Certificates	<ul style="list-style-type: none"> • A statutory training course and examination may be prerequisites for licensing. • For some positions, a driver's licence may be required. Class of licence must be appropriate to type of vehicle. 	<ul style="list-style-type: none"> • First Aid/CPR certificate

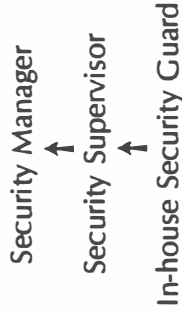
The job of a Private Security Guard carries considerable responsibility. Due to the nature of the position, personal integrity is essential, as well as the ability to deal with the public and to work effectively even under conditions of great stress.

Career Path

Contract Security



In-house Security



Number of New Hires (FY 1993 – 1994)

- Approximately 5,000 – 10,000

Hiring Projections (1994 – 1999)

- No specific figures are available. However, this industry is expected to undergo steady growth over the next five years.

Index

Intentionally left blank

Index

A

Assistant Chief, Fire Services 4-6

B

By-Law Enforcement Officer 5-3, 5-5

C

Captain, Fire Services 4-6

Case Management Coordinator and Investigator 7-3

Cashier, Court Services 2-13

Chief Constable 6-10

Child and Youth Care Worker 8-3, 8-6

Clerk III/IV, Court Services 2-13

Communications Operator I 6-3, 6-5

Communications Operator II (Dispatcher) 6-5

Communications Operator III (Trainer) 6-5

Community Support Coordinator 8-10

Community Support Program Assistant 8-10

Community Support Supervisor I 8-10

Community Support Supervisor II 8-10

Community Support Worker 8-7, 8-10

Contract Security Guard 9-6

Corporal/Detective 6-10

Correctional Officer, Working Level 1-6

Corrections/Security Officer/Youth Worker 1-3, 1-6

Court Administrator 2-13

Court Bailiff 2-3, 2-5

Court Clerk I – III 2-13

Court Reporter 2-7, 2-9

Courts Office Assistant II 2-11, 2-13

Customs Inspector 5-7

D

Deputy Director, Corrections Centre 1-6

Deputy Fire Chief 4-6

Deputy Police Chief 6-10
Deputy Regional Director, Court Services 2-13, 2-18
Deputy Registrar 2-13
Deputy Sheriff 2-15, 2-18
Director of Residential Services 8-6
Director, Corrections Centre 1-6
Director, Local Corrections Branch Office 1-10
Director, Local Probation Office 1-14
District Director, Corrections Branch 1-10, 1-14

E

Emergency Medical Assistant I 3-3, 3-6
Emergency Medical Assistant II 3-6
Emergency Medical Assistant III 3-6
Emergency Medical Charge Dispatcher 3-6
Emergency Medical Dispatcher 3-6
Executive Director, Court Services 2-13, 2-18

F

Family Counsellor/Therapist 8-6
Family Court Counsellor 1-7, 1-10
Fire Chief 4-6
Firefighter 4-3
Firefighter 1st Class 4-6
Firefighter Recruit 4-6

I

In-house Security Guard 9-6
Inspector 6-10

J

Justice of the Peace 2-13

L

Lieutenant, Fire Services 4-6

M

Manager of By-Law Enforcement 5-5
Manager, Court Services 2-13, 2-18
Manager, Private bailiff services company 2-5

P

Police Constable 6-7, 6-10
Police Sergeant 6-10
Police Superintendent 6-10
Principal Officer, Corrections 1-6
Private Security Guard 9-3
Probation Officer 1-11, 1-14

R

Regional Director, Corrections Branch 1-10, 1-14
Regional Director, Court Services 2-13, 2-18
Regional Resource Development Officer, Court Services 2-13, 2-18
Regional Superintendent, B.C. Ambulance Service 3-6
Residential Program Manager 8-6

S

Security Business Operator 9-6
Security Company Manager 9-6
Security Manager 9-6
Security Supervisor 9-6
Senior Child and Youth Care Worker 8-6
Senior Correctional Officer 1-6
Senior Court Reporter 2-9
Sheriff 2-18
Staff Sergeant 6-10
Superintendent of Dispatch, B.C. Ambulance Service 3-6
Supervisor (Deputy Sheriff II – VI) 2-18
Supervisor of By-Law Enforcement 5-5
Supervisor, Court Services 2-13

U

Unit Chief, B.C. Ambulance Service 3-6

Intentionally left blank

Appendix

Intentionally left blank

Post-Secondary Institutions in B.C.

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY	3700 Willingdon Avenue Burnaby, B.C. V5G 3H2 (604) 434-5734
CAMOSUN COLLEGE	3100 Foul Bay Road Victoria, B.C. V8P 5J2 (604) 370-3000
CAPILANO COLLEGE	2055 Purcell Way North Vancouver, B.C. V7J 3H5 (604) 986-1911
COLLEGE OF NEW CALEDONIA	3330 22nd Avenue Prince George, B.C. V2N 1P8 (604) 562-2131
DOUGLAS COLLEGE	P.O. Box 2503 New Westminster, B.C. V3L 5B2 (604) 527-5400
EAST KOOTENAY COMMUNITY COLLEGE	2700 College Way Box 8500 Cranbrook, B.C. V1C 5L7 (604) 489-2751
EMILY CARR INSTITUTE OF ART AND DESIGN	1399 Johnston Street Granville Island Vancouver, B.C. V6H 3R9 (604) 844-3800
JUSTICE INSTITUTE OF B.C.	4180 West 4th Avenue Vancouver, B.C. V6R 4J5 (604) 228-9771 After March 1995: 715 McBride Boulevard New Westminster, B.C. (604) 525-5422

Intentionally left blank

Justice and Public Safety Job Inventory Feedback Sheet

Is the *Job Inventory* easy to use?

☐ YES

☐ NO

COMMENTS: _____

Does it provide helpful information?

☐ YES

☐ NO

COMMENTS: _____

Does it present the information clearly?

☐ YES

☐ NO

COMMENTS: _____

Does it provide enough information in each profile?

☐ YES

☐ NO

COMMENTS: _____

Are there other positions that should be included in the next edition?

POSITION	EMPLOYING MINISTRY/AGENCY/OFFICE

Other comments: _____

Name: _____

Occupation and Place of Employment: _____

Address: _____

Telephone & Fax Number: _____

Office of the President
Justice Institute of B.C.
4180 W. 4th Ave.
Vancouver, B.C.
V6R 4J5

(604) 228-9771

After May 7, 1995:

715 McBride Blvd.
New Westminster, B.C.

(604) 525-5422