

# Jobs in community & correctional services

by Patricia Roy

Public Service



**“There is an on-going need for a variety of casual jobs,” says Dan McCarthy of Community and Correctional Services.**

- **Victim Services** provides support to victims of crime.
- The **Division’s programs** also contribute to public education, community development, crime prevention, research, and policy and program development.

## What does it take to work in the field?

Dan says people need strong interpersonal skills, good judgement and listening skills, good written and verbal communication skills, an interest in helping people, teamwork skills, and good problem-solving skills. Many positions require shift work.

“The work is challenging but it’s very rewarding when you have helped someone turn their life around. There is also job satisfaction in knowing that you have helped provide safety for the institution and for the public.”

## Number of employees and hourly salary ranges

- **Cooks:** five full-time and three part-time - \$18.11 to \$20.57
- **Correctional Officers:** 55 - casual rate - \$19.24 to \$21.85
- **Youth Workers:** 20 - casual rate - \$19.50 to \$23.28
- **Nurses:** five full-time and casuals at the three custody centres - \$25.67 to \$32.08
- **Social Workers:** four - \$26.17 to \$32.70
- **Probation Officers:** 12 - 26.17 to \$32.70
- **Administrative staff:** 12 work at various sites across the province - \$17.09 to \$21.85

## Best way to get your foot in the door

“The biggest shortage is for casual staff to work as correctional officers, nurses, youth workers and cooks,” says Dan. “In the near future, there will also be opportunities for administrative support. It’s always a challenge to retain casual workers.

“We are generally able to staff our permanent positions from internal government competitions, but we need casual workers to cover vacation and sick leave.

“More casuals are required because of the increasing number of retirements and also because there is usually turnover of casual employees. Casuals are hired throughout the year. There are also opportunities for advancement once a person has gained experience.”

## Level of education needed

Different positions require different levels of education. Correctional Officers and Youth Workers require a Correctional Officer or Youth Worker program.

“We would also consider people who have a certificate in a one-year criminology course or a degree in social sciences.”

Nurses need a degree or a diploma from a recognized college. Cooks require culinary training. Probation officers require a degree in criminology, social work or psychology.

Specific formal training is needed for all Divisional positions, depending upon the requirements of the position.

## Increased demand for women Correctional Officers

“When the **Provincial Correctional Centre** was built, a women’s unit with only four beds was constructed,” says Dan. “Over the past year, there were up to 17 women in custody at one time. Because there are more women in custody, we need more female Correctional Officers. The increase in the number of female offenders has resulted in a need to develop gender-specific programs. While there is a need for more female Correctional Officers, there has been a significant number of applications from women over the past few years.”

## How to apply

Applicants should apply to the **Public Service Commission**. Application forms are available on-line at [www.gov.pe.ca/jobs](http://www.gov.pe.ca/jobs) Click on **Application form**. They are also available at **Access PEI** locations across the province.

Applications may be submitted on-line or mailed to Public Service Commission, PO Box 2000, Charlottetown PEI, C1A 7N8.

Applicants should specify what position they are applying for. Applications for casual employment are kept on file up to one year.

“We will likely be advertising in January or February for casual correctional officers. Most permanent positions are filled through internal government competitions. People who meet the qualifications may forward applications for casual employment, even if no positions are advertised.”

**D**an McCarthy is the Planning and Development Coordinator for the provincial **Community and Correctional Services Division**, a division of the **Office of the Attorney General**. He says there are many career and employment opportunities in the field.

Community and Correctional Services is divided into seven sections: **Correctional Programs, Clinical Services, Community Programs, Victim Services, Finance and Administration, Planning and Development, and Divisional Management.**

- **Correctional Programs** involves work in the province’s two adult correctional centres in Charlottetown and Summerside and the PEI Youth Centre in Summerside.
- **Clinical Services** team provides assessment and treatment to offenders and high risk community members. The team is made up of professional counsellors, including a psychologist and social workers who work with clients across the province.
- **Community Programs** provides community-based services to youth and adult offenders and to the courts. Services provided include supervision of adult probation service, youth justice services, conditional sentence orders, alternative measures, community service work, and fine options.