

Ministry of Public Safety and Solicitor General - Corrections Branch Community Corrections Division

Applicant Information Package – Probation Officer

Thank you for your interest in becoming a probation officer in British Columbia. As a part of BC Corrections, the Community Corrections Division is responsible for the supervision and support of approximately 18,000 people subject to court imposed community supervision orders. We are an organization of change leaders, where all staff support our clients to make pro-social choices and achieve better outcomes for themselves and those around them. Our staff believe everyone has the capacity to make positive changes in their lives. Community Corrections staff report a high degree of job satisfaction and value community safety, teamwork and working in collaboration with their peers, supervisors and community and justice partners.

There are two classifications of probation officers:

- Probation officer 24 assess client risk and supervise medium and high-risk sentenced clients as well as bail and low risk clients. They facilitate correctional programs, write Pre-Sentence Reports and teach cognitive behavioural interventions to clients. Probation officers provide more intensive supervision and support to their medium and high risk sentenced clients. They also participate in regular professional development activities to enhance their client service work. Probation officers must be empathic, have strong written and oral communication skills and be motivated to continually develop their skills. Probation officers position exist in all locations in the province. This is the largest classification of probation officer and the one with the greatest anticipated need.
- Probation officer 14 supervise clients assessed as low risk for re-offending and clients awaiting trial. They prepare Alternative Measures reports and may assist with the delivery of correctional programs. Probation officer 14s generally deal with a higher number of clients but have briefer interactions and do not apply interventions. Probation officer 14s must be flexible and have strong organizational and decision-making skills. Probation officer 14 positions exist in some, but not all locations, depending on the staffing needs of that office and community.

Educational requirements

Probation Officer 24

- A bachelor's degree from a designated Canadian educational institutionⁱ, OR
- A two-year diploma or 60 credits of post-secondary education towards a diploma or degree from a designated Canadian educational institution AND three years of full-time related experience (or equivalent) working with people with complex social, health or legal needs.

Probation Officer 14

- A two-year diploma or 60 credits of post-secondary education towards a diploma or degree from a designated Canadian educational institution

Pre-Requisite Course

- CORR1000: The Adult Probation Officer. This course is provided online at the [Justice Institute of BC](#).
- Exemptions may applyⁱⁱ

Driver's License

- A valid Class 5 B.C. driver's license without restrictions or an equivalent Canadian driver's license. A valid BC Class 7 may be considered.

Application and Hiring Process

All probation officer positions which are permanent or over 7 months in length and are open to external applicants are posted on the [BC Government Jobs](#) website. Applicants should reach out to a local office to inquire about short term auxiliary opportunities.

In some locations, preference may be given to applicants who have previous experience as a probation officer or who have experience working with people with complex social, health or legal needs. In addition, all probation officer applicants must be willing to work with adult clients who have committed or are alleged to have committed criminal acts including intimate partner violence or sexually motivated offences. Overnight travel to remote locations and working outside typical work hours may be required.

Qualified applicants will be assessed according to the education, experience, knowledge, skills and abilities required for the position. The hiring process varies by location but commonly includes a writing proficiency assignment, a typing skills test and a virtual behavioral competency interview. Applicants who pass the assessment phase of the hiring process will proceed to the past work performance check. At the conclusion of this process, the successful applicant will be offered a position, or placement on an eligibility list for future vacancies.


Security Screening

Candidates offered a position must complete and pass the Criminal Record Review Act Check (CRRA), Enhanced Security Screening including fingerprint screening and JUSTIN and CORNET provincial database checks. Successful applicants will be required to submit to a driver's abstract review for the last five-year period.

Relocation Assistance

Financial relocation assistance may be provided in some locations.

Compensation

The salary range for a probation officer 24 position is **\$71,771.66 - 89,268.45 annually**. Pay increases occur at six and 12 months, when performance measure are met, and then annually for five years. The salary range for a probation officer 14 is **\$59,015.56 - \$66,749.47 annually**. Pay increases occur annually for five years. For both probation officer 14s and probation officers, annual vacation benefits for permanent employees start at 15 days per year and increase annually. Permanent employees also receive comprehensive health, dental and life insurance benefits. Auxiliary employees receive 6% pay in lieu of vacation and an allowance in lieu of benefits until they have work 1827 hours in 33 pay periods. Please see the  Total Compensation Package for more information.

Flexible Work

Full time probation officers work 35 hours a week between Monday and Friday. Flexible schedules and modified work weeks are available in most locations. Additionally, most probation officers can work remotely up to one day a week.

Training

Once hired, all probation officers are provided comprehensive paid training through the Justice Institute of BC. Initial training takes approximately six months to complete, and probation officers have modified work duties during this training period. Probation officers are committed to continuous development and, over time, will take additional training in program facilitation, structured community supervision and supervision of sexually motivated offenders.

ⁱ If post secondary education was obtained outside of Canada, please contact the International Credential Evaluation Services (ICES) for a Comprehensive Report which will evaluate the credentials, confirm language of instruction, and determine comparable levels in BC or Canadian terms. When post secondary education was instructed in a language other than English, applicants are required to provide proof of English language proficiency by means of:

- Canadian Academic English Language (CAEL) - 70;
- Canadian English Language Proficiency Program (CELPIP General) - 7;
- International English Language Testing System (IELTS Academic) - 6.5;
- Test of English as a Foreign Language (TOEFL) - overall score of 90; or
- Language Proficiency Index (LPI) - 5.

Certificate, diploma, undergraduate or master's degrees awarded solely on Prior Learning Assessments without a minimum 50% post-secondary education do not qualify as meeting BC Corrections educational requirements.

ⁱⁱ The following candidates are exempt from the prerequisite course:

- Candidates who have previously worked as a probation officer, probation officer 14 or administrative support in a community corrections office in BC for a period of at least three months,
- Candidates who have worked as an adult probation officer in another Canadian/Commonwealth jurisdiction, or as a youth probation officer in BC, within the previous two years, for a period of at least three months; or
- Candidates who have completed a practicum term of at least 140 hours in a BC community corrections office, as part of a post-secondary diploma or degree program.
- Other exemptions reasons may be considered.
- Candidates who completed Corr1000 (or a previous version of this course) more than 3 years prior to the closing date, may be required to satisfy the hiring manager they remain familiar with the role and responsibilities of a probation officer in BC.