

**Job Class Profile: Vocational Program Coordinator****Pay Level: CG-36 Point Band: 790-813**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	6	4	5	5	4	4	4	3	5	
Points	280	67	32	24	120	87	83	64	54	811

**JOB SUMMARY**

The Vocational Program Coordinator performs coordination and administrative work in the development, implementation, monitoring and administration of vocational programs within a young offender secure custody and remand facility. Work involves the coordination and direction of staff assigned to vocational programs and community based work programs.

**Key and Periodic Activities:**

- Implements and directs residents in a variety of programs.
- Coordinates, directs and provides advice and guidance to Youth Care Counsellors who work with residents involved with vocational programs.
- Develops, monitors and evaluates work objectives of residents participating in programs.
- Discusses program implementation and results as well as progress/participation of residents with team and program manager.
- Orders materials for programs and maintains related accounting.
- Liaises with community groups to implement programs.
- Works with outside groups to implement programs.

**SKILL****Knowledge****General and Specific Knowledge:**

- Agriculture
- Building techniques
- Equipment operation and maintenance

**Formal Education and/or Certification(s):**

- Minimum: An undergraduate degree in the Social Sciences supplemented by a technical certificate in vocational training and/or agriculture.

**Years of Experience:**

- Minimum: 2 to 3 years of experience.

**Competencies:**

- An ability to operate various tools and equipment used in agriculture and forestry work.

### Interpersonal Skills

- A range of interpersonal skills are utilized in the administration of vocational programs including listening to information from others; asking questions to gain information; providing routine information; providing care, comfort and nurturing to residents, instructing residents participating in vocational programs; providing expert advice and counselling to residents; gaining the cooperation of residents to complete vocational training and dealing with angry or upset residents.
- Communications occur daily with staff and residents within the immediate work area and staff within the Department of Justice as well as other departments.
- The most significant contacts include the program manager to provide updates on programming and staffing; the social worker regarding any problems with residents and approving residents to participate in vocational programming and the facility administrator.

## EFFORT

### Physical Effort

- Work demands of the job occasionally result in considerable fatigue, requiring periods of rest.
- Work requires physical handling of materials including lifting or moving lumber, farming equipment and sacks of vegetables weighing over 50 lbs on a regular basis.
- Standing and walking are regular requirements when working with residents participating in vocational programs with occasional climbing and driving involved.
- Work activities regularly include using hand tools requiring accurate control (using chainsaws to cut lumber); gross motor skills when working in forestry and agriculture vocational projects (carrying lumber, sacks of vegetables); using machinery or equipment which requires very controlled movement; operating heavy equipment such as tractors and using equipment requiring rapid physical movement.

### Concentration

- **Visual** concentration is required to observe residents working with machinery while participating in vocational projects.
- **Auditory** concentration is required when working around noisy electric saws, heavy equipment.
- **Higher than normal levels of attentiveness/carefulness and alertness** for the health and safety of residents is required while working in vocational programs and around a variety of tools, equipment and machinery.
- Does not have **control over work pace** when working with farm and forestry related activities as this work is weather dependent.
- **Eye hand coordination** is required when working with hand tools and heavy equipment.
- The need for **exact results and precision** work occurs when measuring chemicals to spray crops.

### Complexity

- Work tasks and activities are different and unrelated and require the use of a variety of skills and knowledge.

- Regularly, work activities are different depending on vocational project work being completed but could include forestry related work (cutting and sawing of lumber) to operating heavy equipment to farming related activities. Issues related to the vocational work being performed can be typically addressed by following procedures and guidelines but may also require solutions to be found.
- Maintaining a vocational program with residents who have little to no experience is a typical issue.
- Policy and Procedures manual and program managers/advisors are available to address typical challenges or problems.

## RESPONSIBILITY

### Accountability and Decision-Making

- Work tasks and activities are somewhat prescribed or controlled as the vocational programs have already been defined (i.e. forestry including sawmill operations, agriculture, workshop).
- Independently makes decisions regarding the general operation of vocational programs. Program needs are discussed with the program manager.
- Purchasing, resident or staff changes, policy and commitments provided to outside agencies require supervisory approval.
- Utilizes discretion during the maintenance and operation of work areas (i.e. farm, sawmill, workshop).
- Discretion and judgment is utilized when adapting programs to meet the needs of residents.

### Impact

- Results of work tasks and activities are felt within the immediate work area, within the organization and on the residents as they receive co op work credits for school. Work tasks impact the equipment used in the vocational programs, finances, facilities and material resources.
- The consequences of any accidents with tools, machinery, chemicals, etc could have a significant impact on the work environment (tools and equipment may have to be fixed or replaced) and on the health and safety of residents using the equipment.

### Development and Leadership of Others

- Provides supervision of Youth Care Counsellor positions who work with residents participating in vocational programs. Provides on-the-job advice, guidance, training and direction; feedback; input into performance assessments; providing orientation; delegating work tasks; checking/reviewing work and providing input about staffing and recruitment.
- Acts as a team leader by coordinating activities and leading staff in vocational programs.

## WORKING CONDITIONS

### Environmental Working Conditions

- Work requires coveralls to be worn at all times and safety glasses, protective gloves and pants, hard hat and respirator when working on vocational projects.
- Moderate likelihood of minor cuts, bruises, abrasions or minor illness with a limited likelihood

of fractures or injury or illness resulting in partial or total disability.

- Work activities require being on a farm or in the forest, in a workshop as well as operating heavy equipment would result in being exposed to dirt and dust; fumes, vibration, hazardous chemicals and toxic substances; dangerous heights and slippery surfaces, sharp objects; adverse weather conditions and physical danger.