



Tsuu Tina/Stoney Corrections Society

Employment Opportunity Probation Officer (Full-Time)

Correctional Services Worker I-II

Salary Range: \$58,789.12 – 61,985.82

OPEN COMPETITION

Title: Probation Officer

Reports to: Senior Probation Officer/Manager

Designation: Full-Time (100%)

Opens: June 25, 2026

Closes: July 9, 2026; 11:59pm

SUMMARY:

Tsuu Tina/Stoney Corrections Society is seeking to fill a Probation Officer position. As a Probation Officer, you will administer all community-based corrections programs for Adults and Youths on Supervised Orders issued by the Courts. Through the effective framework of case management, utilizing the assessment tool, you will formulate case plans and apply Effective Practices in Community Supervision (EPICS) to support the client towards his/her healing path. You will work collaboratively and maintain positive working relationships with all community-based programs, police agencies and justice stakeholders. The Probation Officer will work in the Indigenous communities of GAHNHA (EDEN VALLEY), TSUU T'INA, & MINTITHI (MORLEY).

DUTIES & RESPONSIBILITIES:

- Supervision of clients utilizing evidence-based case management practices, engaging with members of the clients support system and providing interventions aimed at reducing recidivism
- Conduct investigations for preparation of presentence reports and case work processes.
- Collaborating with colleagues in case discussions
- Responsible for entering casenotes in a timely manner and maintain accurate up-to-date file documentation for clients on the Offender Records & Correctional Administration (ORCA) database, which is monitored by the Community Correctional Services, Alberta Public Safety and Emergency Services.
- Make referrals to appropriate community programs/agencies as required
- Work cooperatively and collaboratively with all community programs/agencies, police agencies, and all justice stakeholders.
- Complete field visits when required, which may include attending Correctional Centers and Court.
- Assist the client with their Healing Plans when required.
- Attending professional development opportunities to enhance job related knowledge
- Perform other related duties as assigned by the Supervisor.

SKILLS & QUALIFICATIONS:

- 2-year Diploma in related field, plus 2 years' experience, and/or equivalent combination of education and work experience.
- Proven knowledge and experience in effective case management.
- Superior time management and organizational skills.
- Well-developed ability to prioritize competing workload pressures in an effective manner.
- Demonstrate ability to gather, analyze, interpret and process information for investigative and casework processes.
- Ability to adapt quickly and adjust to change; strong problem-solving skills, and strategic thinking resulting in forward thinking solutions.
- Ability to diffuse and manage escalating situations
- Knowledge and ability working with clients with complex needs and/or historical and intergenerational trauma.
- A self-starter mindset with the ability to work with little guidance
- Good command of the English language both verbally and written
- Thorough knowledge of applicable legislation, and ability to follow and apply policy
- Knowledgeable in computer-based applications and programs
- Must have an understanding in the Restorative Justice model and Healing Plans
- Knowledge of local Indigenous People, their culture, values, and traditions is an asset
- Must have an understanding of the 3 Indigenous communities they will be working at
- Ability to speak or understand the Stoney/Nakoda Language and/or Tsuut'ina Language is an asset, but not required

CONDITIONS OF EMPLOYMENT

- MUST undergo a Certified Criminal Record Check & Vulnerable Sector Check, prior to start.
- Must sign an oath of confidentiality
- Must have a reliable vehicle, a valid driver's license and adequate insurance is required for the position

PLEASE SUBMIT A RESUME WITH A COVER LETTER TO:

ATTN: Renee Whitney – Chairperson, Tsuu T'ina / Stoney Corrections Society –
595 Six Mile Coulee Road, Tsuu Tina, Alberta T3T-0C4.

Telephone: 403-238-5649 Fax: 403-238-5864. Email: TSCboardofdirectors@tsuutina.com

We thank all candidates for their interest. Only individuals selected for interviews will be contacted.