



# **CBRM**

*A Community of Communities*

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*Cape Breton Regional Municipality*

**Jail Guard(s)**  
Regular Full Time

**JOB SCOPE** Under the general supervision of the Inspector in charge of Central Division of the Cape Breton Regional Police Service, or designate, is responsible for the security, supervision, and control of clients in the lock-up facility or in their care.

Responsibilities also include ensuring that proper cleanliness and physical security standards are being maintained. Successful applicants must be able to work with policy and procedures, standing orders, and interim directives as issued occasionally by the Cape Breton Regional Police Service.

**SALARY:** As per Collective Agreement

**STATUS:** Union - Inside Bargaining Unit CUPE Local 933

**MINIMUM QUALIFICATIONS (Must include copies of the items listed below)**

- Grade 12 or GED Equivalent
- A graduate of a recognized Correctional Officer Program with one year experience or an acceptable equivalent combination of qualifications and experience
- Graduates from other recognized applicable programs will also be considered.
- An equivalent combination of education and experience.
- Current CPR and First Aid Certification
- A medical assessment including vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification **(This is not required at time of application but will be required prior to hiring).**

**Please note:** Criminal Records Check verification are required as a condition of employment.

**CLOSING DATE FOR APPLICATIONS:** This posting shall remain open until all vacancies are filled.

Applications quoting **Ref. #23.76-E** should be directed to:

Human Resources Department, Cape Breton Regional Municipality, 320 Esplanade, Suite 303 Sydney, Nova Scotia B1P 7B9 Fax: 902-563-5582 or **E-mail:** jobapplications@cbrm.ns.ca

Applications/Resumes may also be submitted in the drop-off box: Main Floor, City Hall during regular working hours (8:30 a.m. – 4:30 p.m.) **Although we thank all applicants for their submissions, we will respond only to those we wish to interview.**

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*CBRM is committed to the principles of Employment Equity and Inclusivity. We encourage applications from designated groups, including but not limited to women, visible minorities, indigenous peoples, members of the 2SLGBTQIA+ community, and persons with disabilities. CBRM encourages the need for respect, integrity, diversity, accountability, and the public good.*



### JOB DESCRIPTION

<b>Position Title/Classification:</b>	Jail Guard	<b>Salary:</b>	\$51,071
<b>Department:</b>	CBRPS	<b>Reporting to:</b>	Inspector, Central Division
<b>Location:</b>	Police Headquarters	<b>Bargaining Unit:</b>	CUPE 933

### **JOB SCOPE:**

Under the general supervision of the Inspector in charge of Central Division of the Cape Breton Regional Police Service, or designate, is responsible for the security, supervision, and control of clients in the lock-up facility or in their care.

Responsibilities also include ensuring that proper cleanliness and physical security standards are being maintained. Successful applicants must be able to work with policy and procedures, standing orders, and interim directives as issued occasionally by the Cape Breton Regional Police Service.

### MAIN FUNCTIONS

- Care for the safety and well-being of clients, mindful of the dignity of the individual.
- Must be able to demonstrate a basic knowledge of client care and processes in a hospital setting.
- Process and document all information with respect to booking, care and release of clients.
- Read and maintain knowledge of all policies and correspondence pertaining to the lockup.
- Document and advise the Sergeant on duty of concerns with respect to safety of clients or violations of any policy or directive pertaining to the lockup.
- Document and safeguard clients' personal property (belongings).
- Ensure that the necessary supplies are available and that the general cleanliness of the lockup is maintained.
- Ensure the proper operation of equipment and report problems or deficiencies.
- Conduct fingerprinting and photographing when required.
- Conduct tele-warrants (Remands) when directed.
- Other duties as directed by the Inspector in charge or Staff Sergeant.
- Must have access to own vehicle to respond to North, East or Central Divisions.
- This position requires high behavioural and cognitive demands; self-supervision required, attention to detail, exposure to distracting stimuli, and performance of multiple tasks.

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**QUALIFICATIONS**

- Grade 12 or GED Equivalent
- A graduate of a recognized Correctional Officer Program with one-year experience or an acceptable equivalent combination of qualifications and experience.
- Graduates from other recognized applicable programs will also be considered.
- An equivalent combination of education and experience.
- Must successfully pass a Criminal Records check.
- Must possess and maintain a valid Nova Scotia Drivers' License
- Current CPR and First Aid Certification
- A medical assessment including vision and hearing tests. Medical assessment must show the capacity of performing tasks of the classification.

**Please note:** Criminal Records Check verification are required as a condition of employment.

**KNOWLEDGE, SKILLS, ABILITIES**

- Excellent observation skills
- Demonstrated organizational skills
- Demonstrated communication skills both verbal and written
- Good interpersonal skills

**PLEASE NOTE:** ONLY Applicants who are screened in may be required to successfully complete the following:

- Physical Requirements - Correctional Officer Physical Abilities Test (COPAT), which requires a level of physical fitness reflective of the position requirements. Preparatory training is recommended. Test must be conducted by an official test administrator.
- Polygraph Examination – Successful completion of polygraph examination
- Visual Requirements – Successfully pass vision examination
- Hearing Requirements – Successfully pass hearing examination
- Drug Screening – Successful completion of drug screening
- Psychological Screening – Successful completion of psychological screening

All associated costs are the responsibility of the candidate.