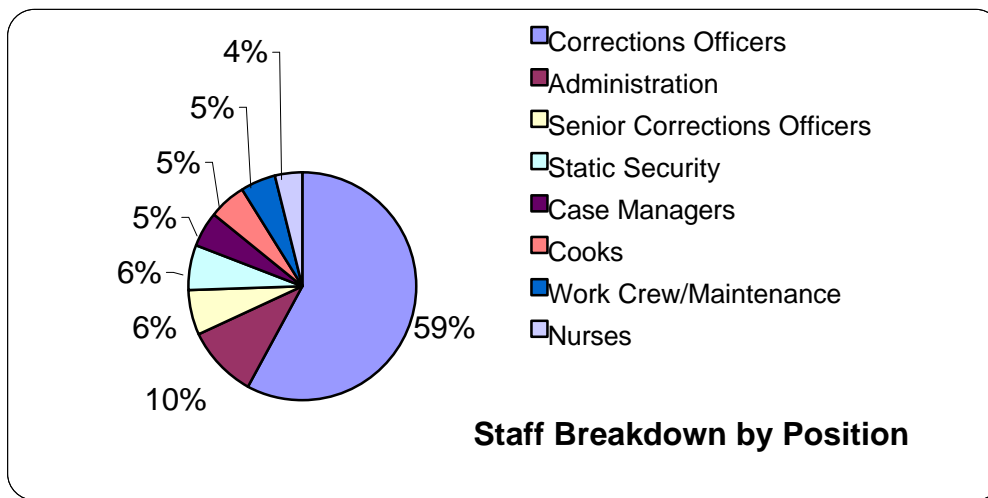


## WCC Staffing Information



\* Administration includes management, finance, personnel, secretarial, stats, etc.

\* Static Security includes Admissions, Recreation, Control, Stores, Canteen, etc.

## Basic Duties

**Superintendent** - responsible for the overall management and direction of the Whitehorse Correctional Centre. This includes the allocation of human, financial and material resources to meet the needs of male and female sentenced and remanded inmates.

**Assistant Superintendent** - responsible for managing the overall planning, development, coordination and control of the security operations, case management and institutional services within the Whitehorse Correctional Centre.

**Corrections Officer** - ensures the secure and controlled operation of the Correctional Centre for scheduled inmate programs and other activities while reducing the risk to the public and ensuring the safety of inmates and staff.

**Senior Corrections Officer** - by supervising a group of Corrections Officers, the SCO ensures the secure and controlled operation of the Correctional Centre for scheduled inmate programs and other activities while reducing the risk to the public and ensuring the safety of inmates and staff.

**Case Manager** - responsible for the case management of inmates, provision of individual or group counselling services to those requiring assistance in adjusting to the prison and community; assistance in the development and implementation of inmate programs and guidance to corrections officers in the management and treatment of inmates.

**Admissions/ Recreation Officer** - responsible for maintaining the inmate admissions program and the laundry facility within the Centre, and to plan, develop, and supervise a diverse recreational/arts and crafts program for inmates.

**Control Officer** - responsible for monitoring and controlling the day to day overall security within the perimeter of the Whitehorse Correctional Centre.

**Stores Officer** - responsible for operating and maintaining the central stores for Whitehorse Correctional Centre; managing the Inmate Canteen Program; supervising custodial services throughout the Centre; and assisting with finance and administration operation of the Centre.

**Administration & secretarial staff** - provides administrative and secretarial support to Management at Whitehorse Correctional Centre, including assisting with special projects and research; budget management and accounts payable, reception and statistics management.

**Cook** - responsible for preparing meals, instructing and monitoring cooks, and planning, directing, and controlling the delivery of food services, including menu planning, budget control, and supervising staff.

**Work Crew/Maintenance** - responsible for maintenance and preventive maintenance of physical systems, grounds and vehicle maintenance, administration of fish hatchery and toy programs.

**Nurse** - administers medical, mental health, dental and optometry programs and the public health function within the Whitehorse Correctional Centre; and recommends on work participation and treatment for inmates with particular mental and physical health problems.

I'm interested in working at WCC. How should I apply?

As part of the Yukon Territorial Government, WCC conducts its staffing operations within the mandate of the Public Service Commission. All hiring is done by PSC. If you are interested in applying for work at WCC, please contact the Public Service Commission of YTG.