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Correctional Officer I - Port-Cartier Institution

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Reference number: PEN24J-019789-000064

Selection process number: 2024-PEN-EA-NAT-189321

Correctional Service Canada
Port-Cartier (Québec)
CX-01 - Correctional Officer I
INDETERMINATE
\$66,974 to \$84,045

For further information on the organization, please visit [Correctional Service Canada](#)

Closing date: 9 October 2024 - 23:59, Pacific Time

Who can apply: Persons residing within an 800 KM radius of Port-Cartier, Quebec with a postal code starting with the letters G, H or J.

[Apply online](#)

Important messages

We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you need to be accommodated during any phase of the evaluation process, please use the Contact information below to request specialized accommodation. All information received in relation to accommodation will be kept confidential.

Assessment accommodation

When you apply to this selection process, you are not applying for a specific job, but to an inventory for future vacancies. As positions become available, applicants who meet the qualifications may be contacted for further assessment.

INDETERMINATE DEFINITION

Permanent (Full Time) positions. These positions involve shift work; shifts vary by institution.

With more than 20,000 employees, Correctional Service of Canada (CSC) plays a key role in contributing to public safety, 24 hours a day and 7 days a week, at our 43 correctional institutions, 91 parole offices and 14 community correctional centers across Canada. Join us to help change lives and protect Canadians!

Correctional Officers I (CX-01) are essential to fulfilling the CSC's mission of enhancing public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure, and humane control.

REAPPLICATION

If you are currently participating in the previous Correctional Officer I - Port-Cartier (CX-01) selection process (actively being evaluated or have applied and are waiting for evaluation at any stage) you do not need to re-apply to this Correctional Officer I - Port-Cartier (CX-01) selection process.

If you previously participated in a Correctional Officer I (CX-01) selection process your previous results may apply and will be confirmed during the assessment stage of the selection process. Please refer to your result letter as waiting periods for reassessment will be applied.

If you have also applied or are thinking of applying for Primary Worker/Kimisinaw and/or Correctional Officer II - Healing Lodges, please note that some parts of the assessment process (like medical evaluation, security clearance, psychological assessment) are the same for all three selection processes; as such the results and related waiting periods would also apply to those selection processes.

For this selection process, the CSC will communicate with you by email. You must provide a valid email address to which you wish to receive communication regarding this staffing process. You must ensure that you check your email account including spam, promotion or other folders regularly as there may be a deadline for responses. If you respond past the deadline, you risk being removed from the selection process. Please notify us of any updates to your contact information as required.

CANDIDATE QUESTIONNAIRE

Candidates will receive an email to complete a Correctional Officer I - Port-Cartier Candidate Questionnaire via the National Recruitment team within three weeks of submitting an application.

CORRECTIONAL TRAINING PROGRAM (CTP)

Successful candidates will be invited to participate in the CTP which includes two (2) online training phases and a 14-week in residence training phase (CTP Stage 3) at the CSC Training Academy in Laval, QC, Kingston, ON, or another training site.

During CTP Stage 3, you will receive a recruit allowance of \$400/week, free room and board, uniforms, training tools, course material and travel to and from the training location.

Indigenous candidates may be eligible for additional funding at CTP Stage 3 through an Indigenous Skills and Employment Training Strategy (ISET) stakeholder. For more information on how to access training support dollars, please consult the following website to access a service delivery organization at <https://www.canada.ca/en/employment-social-development/programs/indigenous-skills-employment-training/service-delivery-organizations.html>.

Work environment

We believe that our employees are the cornerstone of achieving our goals. This is why we offer them a positive and inclusive work environment that is worthy of their dedication and professionalism. We promote career advancement by providing opportunities to develop and acquire new skills and competencies. We value diversity as well as the use of both official languages (English and French).

DIVERSITY AND INCLUSION

CSC remains committed to developing and maintaining a strong, inclusive, and diverse workforce that not only reflects the Canadian population, but also the populations we serve. We celebrate diversity at CSC! We are making targeted efforts to recruit and retain diverse employees. In fact, CSC is the largest employer of Indigenous peoples in the core public administration. We believe that our ability to deliver accessible and inclusive services is realized when we recognize and retain the most diverse range of thoughts, experiences, and skills. We work hard to create an environment where all perspectives and experiences are valued. We are committed to helping diverse talent thrive.

We encourage women, Indigenous peoples (Aboriginal peoples), persons with disabilities, and members of visible minority groups to apply and to self-declare themselves as part of one or more of the Employment Equity groups as selection may be limited to candidates belonging to one or more of these groups.

BEFORE YOU APPLY

REMINDER: This selection process is solely to fill vacancies at Port-Cartier Institution. If you receive an offer and decline it, you may be eliminated from the selection process.

The Correctional Officer I position is multi-faceted with a wide range of posts and duties within an institutional setting; we strongly encourage you to complete the Self-Assessment Questionnaire at the following link <https://www.canada.ca/en/correctional-service/services/you-csc/working-csc/self-assessment-questionnaires.html#cx1>. This questionnaire will give you a better idea of the role, requirements, skills and expectations related to a Correctional Officer I position.

Note: Women's institutions and healing lodges employ Primary Workers/Kimisinaw and Correctional Officer II's respectively. For more information on these positions, please visit our website <https://www.canada.ca/en/correctional-service/services/you-csc/working-csc/job-profiles.html>.

Intent of the process

The intent of this process is to staff permanent, full time, Correctional Officer positions at Port-Cartier Institution only. This process will not be used for any other CSC location.

Positions to be filled: Number to be determined

Information you must provide

Your résumé.

The following will be applied / assessed at a later date (essential for the job)

Various language requirements

French Essential

Bilingual Imperative BBB/BBB

Bilingual Imperative --B/--B

Information on language requirements

EDUCATION:

A secondary school diploma (high school), or a satisfactory score on the Public Service Commission (PSC) test* approved as an alternative to a secondary school diploma; or successful completion of a provincially/territorially approved secondary school equivalency test.

*A federal government equivalency test arranged by CSC.

If your education was obtained outside Canada, you must get an equivalency assessment. Contact the Canadian Information Centre for International Credentials to find out which organizations across Canada perform these assessments (www.cicic.ca).

Degree equivalency

OCCUPATIONAL CERTIFICATION:

The candidate must obtain and maintain a valid Standard First Aid and cardiopulmonary resuscitation (CPR) 'Level C' with automated external defibrillator (AED) certificate from a qualified provider approved by any province/territory in Canada, and in accordance with Part XVI of the Canada Occupational Health and Safety Regulations.

COMPETENCIES:

Demonstrating integrity and respect, including the CSC values

Thinking things through

Working effectively with others

Showing initiative and being action-oriented

ABILITIES

Ability to communicate effectively orally

The following may be applied / assessed at a later date (may be needed for the job)

ASSET QUALIFICATIONS

EXPERIENCE:

Experience working with ethnocultural or Indigenous peoples, communities or organizations.

ABILITY:

Ability to communicate orally and/or in writing in a language other than English or French that is reflective of the offender population.

OPERATIONAL REQUIREMENTS:

Employees must be able to work shifts, variable hours, weekends, and statutory holidays.

Employees may be required to work overtime.

ORGANIZATIONAL NEEDS:

Member of an Employment Equity group: Indigenous peoples (Aboriginal peoples), racialized groups, persons with disabilities and women.

Conditions of employment

The candidate must successfully complete the CSC Correctional Training Program (CTP).*

* <https://www.canada.ca/en/correctional-service/services/you-csc/working-csc/apply-job.html#step-9>

DRIVER'S LICENCE:

Prior to appointment, candidate must possess a valid unrestricted* driver's licence that conforms to provincial or territorial requirements. Also, the candidate must possess a valid Class 4A driver's license (Emergency Vehicle) granted by the Société de l'assurance automobile du Québec (SAAQ). As a condition of employment, candidate must maintain valid unrestricted driver's license throughout employment. As a condition of employment, candidate must maintain valid unrestricted driver's licence throughout employment.

*Restrictions include, but is not limited to, situations where the driver requires a supervising passenger, number of passengers restriction, time of day restrictions, highway restrictions, medical restrictions, ignition control equipment restrictions.

MEDICAL:

The candidate must meet the medical requirements of Health Canada in accordance with Treasury Board Guidelines.

PSYCHOLOGICAL:

The candidate must also meet the psychological requirements determined by Correctional Service of Canada.

RELIABILITY AND SECURITY:

Enhanced Reliability Status.

Other information

The Public Service of Canada is committed to building a skilled and diverse workforce that reflects the Canadians we serve. We promote employment equity and encourage you to indicate if you belong to one of the designated groups when you apply.

[Information on employment equity](#)

We also promote the recruitment of Canadian Veterans and releasing Canadian Armed Forces personnel: <https://www.canada.ca/en/public-service-commission/jobs/services/gc-jobs/canadian-armed-forces-members-veterans.html>.

This selection process is solely to fill vacancies at Port-Cartier Institution. If you receive an offer and decline it, you may be eliminated from the selection process.

Candidates who are permanent residents will be required to provide proof of permanent resident card.

Applicants are entitled to participate in the selection process in the official language (English/French) of their choice.

Candidates will be required to pay for their own travel expenses when attending all required assessments.

A top down selection and/or random selection may be applied at any stage of the selection process.

Please note that candidates' overall conduct and communications, including email correspondence with CSC or third-party organizations, throughout the entire selection process may be used in the assessment process.

Please ensure all of your personal information in your www.jobs.gc.ca profile/account is accurate and up to date.

For further information on the department, work environment, careers at CSC and application process, please visit our website at <https://www.canada.ca/en/correctional-service/services/you-csc/working-csc.html>.

Preference

Preference will be given to veterans first and then to Canadian citizens and permanent residents, with the exception of a job located in Nunavut, where Nunavut Inuit will be appointed first.

[Information on the preference to veterans](#)

We thank all those who apply. Only those selected for further consideration will be contacted.

Contact information

National Recruitment

CSCNationalRecruitment.GEN-NHQ@CSC-SCC.GC.CA

Apply online

Date modified:

2024-05-09