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# Internal and External Job Posting

**Position: Project Lead, Gang Exit Initiative**

**Department:** Child and Youth Services

**Location:** Community-based work with flexible office location to be determined

**Salary:** $49,100 to $64,064 annually

**Employer:** John Howard Society of Ottawa

**How To Apply:** Submit cover letter and resume to **Rhea Wootton**, Administrative Director, by e-mail at **rwootton@jhsottawa.ca** or by fax at **(613) 789-7431**.

**Closing Date:** **Tuesday, May 26, 2015 at 4:00 p.m.**

 Only those applicants selected for an interview will be contacted.

**Summary:**

This new initiative is funded through the City of Ottawa and Crime Prevention Ottawa to assist in addressing a service gap for adult gang associates/members who wish to distance themselves from gangs and gang-related crime, and reduce the harm caused to themselves and others.

Through targeted services to support those involved in a gang lifestyle, the overall goal is to reduce the risk of their ongoing involvement in crime and to reduce the harm caused by their actions to their immediate families and community.

This position will operationalize and lead this initiative, collaborate with partner staff, and supervise internal agency staff—altogether a team of three to four individuals—while carrying a reduced case load to support direct interventions with families. This position will also explore how to incorporate individuals with past lived experience who wish to support current gang members to transition away from this life.

This initiative includes a partnership with Ottawa Community Immigrant Services Organization who will provide both cultural and mentor support services in the context of the case management model. Ottawa Police Service (primarily, the Guns and Gangs/DART unit) is another key partner. Building on the existing Supporting Families Pilot and its service model framework, this position will also be required to work closely and collaboratively with that program’s co-lead partner, *youturn* Youth Support Services, as well as other partners at Children’s Aid Society, Ottawa Police Service and Crossroads Children’s Centre.

**Education and Required Experience:**

1. Post-secondary degree or diploma in the field of criminal justice or social services
2. Minimum four years’ experience providing direct intervention to youth and/or adults who are involved in the justice system
3. Experience assisting and intervening with individuals and families affected by a gang lifestyle
4. Minimum two years’ experience in project/program development and implementation, specifically multi-sector and multi-partner initiatives
5. Proven effective collaboration with service system partners and/or stakeholders to achieve a common program goal
6. Experience with system-level collaborations and/or initiatives will be considered a strong asset

**Languages:** Fluency in English. Fluency in French and other languages will be considered a strong asset.

**Knowledge and Ability Requirements:**

Successful candidates will possess . . .

* A strong working knowledge of, and experience in the criminal justice system sector, including the Youth Criminal Justice Act and Criminal Code of Canada
* Proven experience in effective project/program development and implementation
* A commitment to working according to the core values of JHS Ottawa
* Experience and commitment to working with vulnerable and marginalized populations in a dignified and respectful manner
* Experience with family interventions, specifically interventions that are multi-systemic in nature; experience and certification in the Collaborative Problem Solving model will be considered a strong asset
* Experience conducting risk/need/protective factor assessments and/or using other standardized tools to support case planning activities; completion of training in YASI or SPIn, or the YLS/CMI, plus CANS will be considered a strong asset
* Experience with structured interventions that use elements of effective correctional programming
* Proven effective relationship-building experience with community partners and referral sources
* Strong management and leadership skills to effectively lead a team
* A proven ability to work within a broader management team
* Adaptability, reliability, flexibility and a willingness to do community-based work, including some early evening and weekend work to support client interventions
* Initiative and perseverance to ensure tasks are completed
* Comfort and competence working within strict timelines and under pressure
* Strong organizational skills to support effective time management
* Demonstrated abilities in fiscal and human resource management
* A demonstrated ability to work according to established department- and agency-level protocols
* The ability to represent the program and the agency with professionalism and integrity at all times
* Current clear criminal record and vulnerable sector checks

### Project Lead, Gang Exit Initiative

### Job Description

Classification: Coordinator Level Salary Range: $49,100 to $64,064

Reports to: Department Director Effective Date: May 2015

Job Summary:

Under the direction of the Department Director (DD) and Clinical Director (CD) the Project Lead of the Gang Exit Initiative is responsible for the implementation and management of this initiative, in accordance with department protocols and agency-level operational and personnel policies, and established clinical practices.

Principal Duties:

*Program and Services*

1. Ensure the effective implementation of the service delivery model; this includes building on the existing Supporting Families Pilot framework (family-based intervention with parents and siblings affected by gang involvement), as well as fully operationalizing the new case management model to support adult individuals (and their families) affected by gang life
2. Work closely with DD and CD to ensure adherence to group and individual clinical supervision practices
3. Coordinate triage and case coordination meetings with key partners for each referral
4. Coordinate all other meetings and processes associated with coordinated case planning that includes partners
5. Work closely and build positive relationships with referral partners that will include community, courts, police and correctional institutions
6. Ensure review, analysis and evaluation of service effectiveness
7. Maintain a current knowledge of criminal justice trends affecting service delivery
8. In consultation with CD, promote the development of more effective services through service improvements/enhancements
9. Initiate, develop, maintain and sustain relevant partnerships with other agencies
10. Provide interventions and programming based on the service model; this position will carry a reduced case load, which involves assessment and case planning, and family-based interventions as per the Supporting Families Pilot framework

*Administrative*

1. Develop and maintain all forms associated with the initiative
2. Responsible for managing and maintaining wait list
3. Complete all necessary screening, intake and file assignments to caseworkers
4. Complete relevant partnership agreements and ensure follow-through on deliverables
5. Complete service contracts and ensure follow-through on deliverables
6. Ensure follow-through on agency Quality Assurance activities and outputs
7. Ensure necessary quarterly statistics are compiled and submitted
8. Review client reports and approve for submission to referral source
9. Ensure that yearly program level targets are developed and implemented based on strategic priorities and agency plans, as well as funder agreements
10. Operationalize targets through work plans that include activities and tasks
11. Ensure work plan activities and tasks are completed according to timelines and within deadlines
12. Prepare and submit proposals and grant applications to DD, as required

*Community Relations*

* Continue to build mutually-beneficial relationships with referral sources
1. Maintain cooperative working relationships with community partners
2. Ensure that referrals are handled in an effective and timely manner
3. Actively participate in committee work as it relates to justice and other relevant issues
4. Participate in opportunities to speak on behalf of the agency
5. Represent the agency through presentations to the agency’s board, community networks and committee meetings

*Marketing/Program Promotion*

1. In consultation with DD, develop program marketing strategy that falls within the agency strategy and supports positive public relations
2. Inform/keep DD apprised of trends that influence/impact overall department image
3. Plan, implement and evaluate the effectiveness of all communications and marketing activities within the initiative
4. Attend relevant community and media sessions to speak on behalf of the initiative

*Human Resources*

* Support the effective recruitment of personnel, in compliance with HR policies and procedures
* Support the orientation and training of new employees, students and volunteers
* Where appropriate, consult with DD and CD on in-service and external employee training
* Support effective supervision and evaluation of employees, students and volunteers
* Provide direct supervision to other relevant staff and volunteers, through annual performance appraisals and regular supervision meetings
* In collaboration with DD, ensure compliance with existing and newly-developed operational and personnel policies, clinical practices and relevant legislative requirements

*Financial Management*

1. Work with DD to develop and review yearly program budgets
2. Support funders’ budget submissions and prepare other funding applications as required
3. Review monthly financial statements for the initiative to ensure efficient and effective fiscal management
4. Monitor expenditures and ensure the initiative is operating within its budget
5. Comply with all fiscal tracking processes

*Other*

* Attend management meetings as scheduled
* Participate as required in department strategic planning meetings
* Input on department strategic priorities based on internal agency trends and external community trends
* Attend agency board meetings as scheduled and provide presentations as required
* Attend supervision meetings with DD and CD as required
* Complete other functions as requested by DD and CD

Disclaimer:

This job description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. The incumbent may be asked to perform other duties as required.