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# Internal and External Job Posting

**Position: Caseworker, Gang Exit Initiative**

**Department:** Child and Youth Services

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

**Salary:** $40,357 to $52,657 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 provide direct intervention, using a case management approach, to adult individuals who are involved in gang life, and support them in distancing from that lifestyle. This position will work with individuals in the community, those residing in halfway houses and those soon to be released from correctional institutions. The Caseworker will be collaborating with other JHS staff and partner staff in the course of doing this work.

Partnerships include 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. Under the direction of the Project Lead, the Caseworker will also be required to work collaboratively with the broader gang-exit team which includes the Supporting Families Pilot and 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, Experience and Additional Requirements:**

1. Post-secondary degree or diploma in the field of criminal justice or social services
2. Minimum four years’ experience providing direct intervention to transition-aged youth/adults who are involved in the justice system
3. Experience assisting and intervening with individuals involved in, and affected by a gang lifestyle
4. Minimum two years’ experience working in multi-sector and multi-partner initiatives
5. Proven effective collaboration with service system partners and/or stakeholders to achieve a common program goal
6. Current criminal record and vulnerable sector checks
7. Clearance with Correctional Service of Canada for institutional meetings will be a requirement of employment
8. Valid driver’s licence and reliable vehicle to enable attendance at meetings in the community, at halfway houses, and in provincial and federal correctional institutions

**Languages:** Fluency in English. Fluency in French, Somali and Arabic 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
* 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 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
* Motivational Interviewing (MI) training, preferably at an advanced level
* Experience with structured interventions that use elements of effective correctional programming
* Experience working within an intensive case management approach that includes both direct counselling/support and leveraging/bridging to other services as identified needs and priorities
* Proven effective relationship-building experience with community partners and referral sources
* A proven ability to work within a broader multi-agency 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
* 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

### Caseworker, Gang Exit Initiative

### Job Description

Classification: Caseworker level Salary Range: $40,357 to 52,657

Reports to: Project Lead Effective Date: May 2015

This position reports to the initiative’s Project Lead who, in turn, reports to the Department Director (DD). The Caseworker, under the management of the Project Lead (PL) and under the clinical direction of the Clinical Director (CD) will undertake the objectives of the Gang Exit Initiative.

Clinical:

* Complete standardized assessments to evaluate the client’s areas of risk/need/protective factor, and, with the client, develop and implement an intervention plan to address those areas that are most strongly associated with criminal activity
* With guidance from PL and CD, and in collaboration with the client, identify intermediate targets for change; establish achievable, timely goals; and, develop interventions that utilize cognitive-behavioural approaches
* Identify and mobilize systemic strengths to promote generalization of skills across settings of home, school, work and community
* Provide structured individual sessions to increase motivation and support action to achieve established goals
* Where relevant, utilize existing curricula to support change regarding violent behaviour, antisocial attitudes, problem substance use, negative peer influences, and cognitive and social skill gaps
* Demonstrate advanced knowledge and experience working within a harm reduction model
* Maintain knowledge of, and assist clients with referrals to appropriate community services and educational/vocational programs
* Provide relapse prevention and booster sessions in the course of aftercare services
* Attend and participate in group clinical supervision meetings with CD and individual supervision meetings with PL
* Participate in all triage and case coordination meetings as part of the broader initiative process, and actively collaborate with partners and others involved in the client’s life

Report Writing/Administrative:

* Maintain client master files by affixing assessment and intervention plan, discharge reports, statistical forms, and any relevant internal or external documentation
* Complete initial, progress and termination reports as needed
* Ensure case notes are maintained on the client information management system
* Produce additional written reports and records as required
* Collect information for program evaluation and statistical purposes
* Prepare and submit mileage claims and other requests for reimbursement of approved expenses in accordance with agency/program policy
* Ensure a comprehensive understanding of the policies and procedures manual for JHS Ottawa
* Attend staff meetings as required

Collateral Communication/Program Representation:

* Advocate strongly for the client in pursuit of achieving program objectives
* Develop positive relationships and maintain consistent communication with the referral agent, significant individuals and other professionals involved with the client
* Establish partnerships with relevant community resources viable for promoting and sustaining gains made by the client
* Assist in the intake/referral process for new clients
* Participate in committees or meetings as requested by management
* Assist with program development and promotion as requested by management

Program Level Responsibilities:

* Facilitate excellent collaborative relationships with program, agency and partner colleagues
* Assist in maintaining a positive environment for clients and colleagues
* Be knowledgeable about evidenced-based practices in community corrections
* Promote professional development through preparation of a development plan, and participation in relevant training and supervision
* Actively participate in program evaluation
* Provide supervision to student placements as requested
* Perform other duties as may be occasionally requested, including training and community presentations

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.