

Employment Opportunity

The Salvation Army Ontario Central East Division

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| Position Title: | Community Service Order Caseworker | Competition #: | 59/15 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | Full time |
| Salary Range: | \$17.20 | Date posted: | Dec 9, 2015 |
| City: | Ottawa | Posting Expires: | Dec 15, 2015 |
| Applications Accepted By: | | | |
| Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls. | | Mail: Employee Relations Department 171 George St. Ottawa, ON K1N 5W5 | |
| Position Description | | | |
| RESPONSIBILITIES: Program Delivery and Development <ul style="list-style-type: none"> • Maintain a minimum caseload of 120 ongoing client cases (minimum 60 for PT caseworker) • Ensure case managers/supervisor PPO provide appropriate information in writing to CJS prior to placement of the client • Completes client intake, risk assessments and termination summaries to funders standards • Select work placements based on matching a clients skills and interests to the needs of the placement agency; contact the placement agency to determine the clients suitability • Confirm that the client is completing his/her hours and assist client in fulfilling his/her CSO responsibilities • Ensure clients comply with CSO conditions imposed by the courts and contact the case manager/PPO if the client has failed to comply with a condition of the order • Counsels clients concerning their compliance with program requirements • Monitors clients' CSO activities and keeps case notes as per funders standards • Liaises with the client's supervising case manager, probation officer • Maintain monthly contact with placements agencies to ensure clients are compiling with CSO court orders • Attends court as required when requested by court and police services • Advocates on behalf of clients in association with their community support network • Responds to program evaluations to adapt and improve program content • May require to travel up to 200 KM outside of the City of Ottawa on a twice-monthly basis Administration <ul style="list-style-type: none"> • Complete monthly reports on all clients and submit to funder • Prepare and submits monthly, quarterly and annual statistical reports to the ministry and The Salvation Army as required. • Assigns, checks and monitors the work of student placements | | | |

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

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QUALIFICATIONS:

- Completed post secondary education in social work, criminology or similar discipline or relevant work experience
- Experience working within the criminal justice system
- Experience working with a marginalized population
- Effective written and oral communication skills
- Excellent organizational and analytical skills
- Excellent knowledge of Microsoft, Word and Excel
- Bilingualism (English & French) an asset
- A clear internal "Back Check" police check

HOURS: Monday to Friday 7:30am – 4:00pm

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.