

# Employment Opportunity

## The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Community Service Order Caseworker	<b>Competition #:</b>	23/16
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time
<b>Salary Range:</b>	\$17.20	<b>Date posted:</b>	June 16, 2016
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	June 29, 2016
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department Please no phone calls.		<b>Mail:</b> Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<p><b>RESPONSIBILITIES:</b></p> <p><b>Program Delivery and Development</b></p> <ul style="list-style-type: none"> <li>• Maintain a minimum caseload of 120 ongoing client cases (minimum 60 for PT caseworker)</li> <li>• Ensure case managers/supervisor PPO provide appropriate information in writing to CJS prior to placement of the client</li> <li>• Completes client intake, risk assessments and termination summaries to funders standards</li> <li>• 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</li> <li>• Confirm that the client is completing his/her hours and assist client in fulfilling his/her CSO responsibilities</li> <li>• 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</li> <li>• Counsels clients concerning their compliance with program requirements</li> <li>• Monitors clients' CSO activities and keeps case notes as per funders standards</li> <li>• Liaises with the client's supervising case manager, probation officer</li> <li>• Maintain monthly contact with placements agencies to ensure clients are compiling with CSO court orders</li> <li>• Attends court as required when requested by court and police services</li> <li>• Advocates on behalf of clients in association with their community support network</li> <li>• Responds to program evaluations to adapt and improve program content</li> <li>• May require to travel up to 200 KM outside of the City of Ottawa on a twice-monthly basis</li> </ul> <p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Complete monthly reports on all clients and submit to funder</li> <li>• Prepare and submits monthly, quarterly and annual statistical reports to the ministry and The Salvation Army as required.</li> <li>• Assigns, checks and monitors the work of student placements</li> </ul>			

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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
- Clear Police Reference Check for Vulnerable Sector Screening is required

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.*

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