

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Coordinator of Correctional & Justice Services	<b>Competition #:</b>	24/16
<b>Ministry Unit:</b>	Ottawa Booth Centre	<b>Position Type:</b>	Full time
<b>Salary Range:</b>	\$24.00 per hour	<b>Date posted:</b>	June 22, 2016
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	July 5, 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>EXPECTATIONS</b></p> <p><b>Program Development, Delivery and Review</b></p> <ul style="list-style-type: none"> <li>• Act as a team leader providing direct supervision to program staff and contractors ensuring proper completion of client intakes, appropriate client placement and discharge; assessment of client needs, offering of referrals to other Salvation Army programs and/ or community services when necessary; ensuring client files are maintained to legal requirements; ensuring all contractual timelines and agreements are met; ensuring compliance with all legal status and mandates</li> <li>• Determines caseload for direct reports as well as maintaining small caseload for own position</li> <li>• Maintains secure record keeping and retrieval system pertaining to clients and placement agencies in compliance with applicable government and Salvation Army policies and procedures; complete all required documentation in the prescribed timelines; provides reports to government and Salvation Army departments</li> <li>• Participates in the development of policy and procedures to improve program efficiency.</li> <li>• Develops, proposes and implement new services for clients as necessary.</li> <li>• Attends bi monthly meeting with SA Correction and Justice Services for Ontario to review current contracts, potential contracts and program effectiveness</li> <li>• Ongoing evaluation of the effective delivery of services to ensure program meets funders requirements</li> <li>• Review and develop annual goals and objectives in consultation with the team</li> </ul> <p><b>Community Liaison</b></p> <ul style="list-style-type: none"> <li>• Regularly attend meetings with funders and/or partners to provide updates regarding program effectiveness.</li> <li>• Develop and maintain favorable working relationships with community placement, and/or agencies to and enhance delivery of service</li> <li>• Liaises with other social services agencies in a manner that will facilitate a referral of potential clients to the appropriate program or agency</li> </ul>			

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

- Relevant college/university education or equivalent work experience
- Minimum three years supervisory and program development experience preferably in the Corrections field
- Working knowledge and sound understanding of financial systems
- Experience developing a wide network and referral system.
- Excellent oral and written communication skills
- Strong interpersonal and leadership skills
- Strong administrative and organizational skills
- Bilingualism (English and French) an asset
- Clear Police Reference Check for Vulnerable Sector Screening is required

HOURS: Monday to Friday 8:00am – 4:30pm

*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.*