

Employment Opportunity

The Salvation Army Ontario Central East Division

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| Position Title: | OCDC Chaplain | Competition #: | 1/17 |
| Ministry Unit: | Ottawa Corrections | Position Type: | Full time position |
| Salary Range: | \$19.00 | Date posted: | January 20, 2017 |
| City: | Ottawa | Posting Expires: | February 1, 2017 |
| Applications Accepted By: | | | |
| Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org | | Mail: Employee Relations Department 171 George St. Ottawa, ON K1N 5W5 | |
| Attention: Employee Relations Department Please no phone calls. | | | |
| Position Description | | | |
| JOB PURPOSE: Provide pastoral care and support, relevant information and practical assistance to those impacted by and working in the correctional and justice system in Ottawa provincial court and maintain a prominent and positive profile for the broad ministry of Salvation Army Correctional & Justice Services. | | | |
| EXPECTATIONS & TASK LIST: | | | |
| <ul style="list-style-type: none"> • Provide pastoral counseling, moral and emotional support, spiritual care to the accused, their families, victims, witnesses, and volunteers as requested. • Apply The Salvation Army Mission and Values to all aspects of chaplaincy ministry. • Exercise a high degree of confidentiality while at all times across all aspects of the job • Support all, regardless of faith or beliefs in a non-judgmental, compassionate way • Maintain a highly visible and positive public profile in the Courthouse, Courtrooms and Court waiting areas. • Be visible and available in holding cell area, courtrooms, and court waiting areas as well as being available to support all involved in court proceedings • Maintain confidential records on referrals, contacts and direct service needs of clients served. • Assist or replace when necessary Court House Caseworker (intakes, vacation relief, etc.) • Visit OCDC to offer spiritual support and help with referrals to addictions recovery and/or Life Skills programs. • Record statistics and prepare statistical reports as directed • Receive, secure and bank court donations in accordance with policies and procedures | | | |

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

- Salvation Army Chaplaincy Certificate, CPE (Clinical Pastoral Education), Christian Bible College Certificate or equivalent, and/or a combination of related education
- 1 – 3 years experience providing spiritual and emotional support.
- Working knowledge of other faith groups religious beliefs and practices.
- Highly motivated, personable and assertive in initiating spiritual and emotional support.
- Able to work independently with limited supervision.
- Possess and provide sound judgment, and must be able to maintain confidentiality in accordance with policy.
- Knowledge of Microsoft Office, Internet and good computer skills to complete reports, access email and prepare letters, etc.
- Position sometimes requires a frequent amount of walking, climbing stairs, counseling and reading court documents.
- Must be able to work distances through the shift
- English required, bilingual an asset.
- Must be able to provide own transportation to the OCDC Institution in Ottawa
- Must supply a current Clear Police Reference Check for Vulnerable Sector

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.