

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Correctional Programs Assistant	<b>Competition #:</b>	28/17
<b>Ministry Unit:</b>	Ottawa Corrections	<b>Position Type:</b>	Temporary Full time position ending March 31, 2018
<b>Salary Range:</b>	\$15.00	<b>Date posted:</b>	June 27, 2017
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	July 10, 2017
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<p><b>JOB PURPOSE</b></p> <p>The Correctional &amp; Justice Programs Assistant provides administrative and operational support to the Ottawa Correctional and Justice Services (CJS) team. The position will be the lead contact and work collaboratively with Operation Springboard in administering the Intermittent Community Work Program.</p> <p>Expectations &amp; Task List of Correctional Programs Assistant:</p> <p><b>INTERMITTENT COMMUNITY WORK PROGRAM (ICWP)</b></p> <ul style="list-style-type: none"> <li>• maintains a system of record keeping which provides for the secure and efficient collection, storage, updating and retrieval of information pertaining to offenders and placement agencies compatible with the ministry's policies and procedures</li> <li>• monitors referrals to The Salvation Army by probation services for the purpose of performing court ordered community service and ensure the case manager/supervisor PPO provides the appropriate information in writing to The Salvation Army prior to placement of the client</li> <li>• matches all client skills and interests to placements through the suitability of work placements; the selection of work placements; the feasibility of home projects</li> <li>• ensures that clients under supervision of The Salvation Army comply with conditions imposed by the courts and contact the Case Manager/ Probation and Parole Officer (PPO) if the client has failed to comply with a condition of the order</li> <li>• refers appropriate clients for administered case termination to the Case Manager-Probation Parole Officer in writing</li> <li>• ensures the termination of the ICWP case when applicable</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.

# **Employment Opportunity**

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### **Administrative Duties**

- on behalf of Ottawa CJS, correspond with community partners, including probation and parole offices, on a regular basis, to update contact information, retrieve statistics for submission, document correspondence and supply program information to potential partners regarding the value of CJS programs
- maintain confidentiality and keep accurate logs, information and statistical records for submission to funders and ministry partners
- conduct surveys with clients upon their completion of a program to measure their satisfaction with as well as the effectiveness of the program submitting any findings to the Coordinator of CFS
- work towards achieving 100% completion rate of client surveys
- ensure all gathered information and statistics are forwarded to the applicable caseworker for inclusion in the CJS database as well as case files

### **Workplace Hazards**

- may deal with angry and abusive clients
- may encounter verbal abuse

### **QUALIFICATIONS**

The successful job applicant will have:

- completed High School, plus specialized courses of up to six (6) months, or have equivalent prior work experience of one year but less than three years, including, experience carrying out administrative duties
- the ability to gather and understand statistical information
- excellent organizational skills, including the ability to exercise analytical skills and good judgment
- strong networking and communication skills
- excellent writing and telephone skills
- strong administrative skills
- strong computer skills
- bilingualism (English & French) as an asset
- a current Clear Police Reference Check for Vulnerable Sector

**Hours:** Monday to Friday 8:00am – 4:30pm 40/hrs per week

*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.