

## Employment Opportunity

### The Salvation Army Ontario Central East Division

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|---|------------------------------------|--|--|
| <b>Position Title:</b>  | Community Service Order Caseworker | <b>Competition #:</b>  | 53/17  |
| <b>Ministry Unit:</b>   | Ottawa Booth Centre                | <b>Position Type:</b>  | Temporary Full time Maternity Leave position, ending December 21, 2018 |
| <b>Salary Range:</b>  | \$19.00                            | <b>Date posted:</b>  | November 9, 2017   |
| <b>City:</b>  | Ottawa                             | <b>Posting Expires:</b>  | November 22, 2017  |
| <b>Applications Accepted By:</b>  |                                    |  |  |
| <b>Fax or E-mail:</b><br>(613) 241-2818 or jobs@ottawaboothcentre.org<br><b>Attention:</b> Employee Relations Department<br><b>Please no phone calls.</b>   |                                    | <b>Mail:</b><br>Employee Relations Department<br>171 George St. Ottawa, ON K1N 5W5 |  |
| <b>Position Description</b>   |                                    |  |  |
| <b>RESPONSIBILITIES:</b>  |                                    |  |  |
| <b>Program Delivery and Development</b>   |                                    |  |  |
| <ul style="list-style-type: none"> <li>• maintain a minimum caseload of 120 ongoing client cases (minimum 60 for Part time caseworker)</li> <li>• ensure case managers/supervisor/parole and probation officer provide appropriate information in writing to CJS prior to placement of the client</li> <li>• complete client intake, risk assessments and termination summaries to funder's standards</li> <li>• select work placements based on matching a client's skills and interests to the needs of the placement agency; contact the placement agency to determine the client's 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>• counsel clients concerning their compliance with program requirements</li> <li>• monitor clients' CSO activities and keep case notes as per funder's standards</li> <li>• liaise with the client's supervising case manager, probation officer</li> <li>• maintain monthly contact with placement agencies to ensure clients are complying with CSO court orders</li> <li>• attend court as required when requested by court and police services</li> <li>• advocate on behalf of clients in association with their community support network</li> <li>• respond to program evaluations to adapt and improve program content</li> <li>• may be required to travel up to 200 KM outside of the City of Ottawa on a twice-monthly basis</li> </ul> |                                    |  |  |
| <b>Administration</b>   |                                    |  |  |
| <ul style="list-style-type: none"> <li>• complete monthly reports on all clients and submit to funder</li> <li>• prepare and submit monthly, quarterly and annual statistical reports to the ministry and The Salvation Army as required.</li> <li>• assign, check and monitor the work of student placements</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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#### **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 essential
- clear Police Reference Check for Vulnerable Sector Screening is required

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

When applying for this position, please quote job#53/17

*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.*