

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Electronic Supervision Program Technician	<b>Competition #:</b>	16/18
<b>Ministry Unit:</b>	Ottawa Corrections & Justice Services	<b>Position Type:</b>	Casual/Relief contract position
<b>Salary Range:</b>	100\$ per call plus .46/km mileage	<b>Date posted:</b>	April 18, 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	May 1, 2018
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 722-7884 or Arun_Tejpal@ottawaboothcentre.org <b>Attention:</b> Arun Tejpal <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>RESPONSIBILITIES for The Electronic Supervision Program Technician must:</b> <ul style="list-style-type: none"> <li>• obtain Offender Enrollment Form (OEF) from Ministry of Community Safety and Correctional Services (MCSCS)</li> <li>• conduct enrollment interview and orientation of participants of Electronic Supervision Program (ESP) protocols and expectations</li> <li>• complete participant intake form, assess areas of need and offer referrals to Salvation Army and/or community services</li> <li>• attach anklet on participants following appropriate procedure</li> <li>• conduct inventory controls for monitoring devices: testing, maintenance, cleaning, cataloguing, dispersing, reporting, and projecting</li> <li>• schedule deliveries for ESP equipment to any off site locations</li> <li>• maintain communication with MCSCS and the Executive Director as required</li> <li>• comply with Salvation Army operating guidelines, minutes, directives, etc.</li> <li>• enter client data on the appropriate monitoring systems within the given standard time as required</li> <li>• ensure 100% accuracy on all data entry; double-check all data entry to ensure 100% accuracy</li> <li>• prepare daily, weekly and monthly summary reports for MCSCS for monitoring and enforcement purposes</li> <li>• follow protocols for responding to violation incidents; prepare alert reports for any violation incidents that occur</li> <li>• deactivate participants from the ESP in keeping with MCSCS, parole or institutional dates, in conjunction with the monitoring centre</li> <li>• track participant complaints and maintain complaint log</li> <li>• prepare and submit monthly statistics and referrals as required</li> <li>• perform other position related duties as required</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**

### **The Salvation Army Ontario Central East Division**

**QUALIFICATIONS: The Electronic Supervision Program Technician must:**

- have a secondary School Graduate with additional education preferred, particularly in a justice related field
- have a minimum of one year or prior related experience, including, experience with the Justice system
- have experience dealing with Adult Correctional Clients
- must possess current First Aid, CPR and Non-Violent Crisis Intervention Certificates
- have an ability to adhere to The Salvation Army Standards of Conduct and Code of Ethics
- have strong oral and written communication skills
- be knowledgeable of social service case reporting practices
- be self-motivated and disciplined
- have competent computer skills
- have experience/Working knowledge in word processing; spread sheet use
- have a valid Ontario Class G driver's license, own vehicle and insurance; a copy of a current driver's abstract that is acceptable to, and dependent upon, the sole discretion of Salvation Army,
- provide an original copy of a Criminal Background Check with vulnerable sector screening, the results of which must be satisfactory to, and dependent upon, the sole discretion of the Salvation Army. The screening is required either through the national Canadian Police Information Centre (CPIC) or through a local police detachment
- be subjected to a screening through The Salvation Army Abuse registry
- support and have an understanding of the mission and purpose of the mission and the purpose of the Salvation Army in Canada

NOTE: Alternative combinations of education and experience may be considered

This is a casual/relief position, no guaranteed hours and work will be offered on an as needed basis.

Schedule may vary according to requirements of responsibilities – some weekend and evening work may be required.

Start Date: as soon as possible

Interested applicants must respond in writing with a cover letter and resume

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.