

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Corrections Chaplain	<b>Competition #:</b>	15/18
<b>Ministry Unit:</b>	Ottawa Correctional & Justice Services	<b>Position Type:</b>	Full time position
<b>Salary Range:</b>	\$21.85	<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) 241-2818 or jobs@ottawaboothcentre.org <b>Attention:</b> Employee Relations Department <b>Please no phone calls.</b>		<b>Mail:</b> Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
<b>Position Description</b>			
<b>JOB PURPOSE:</b>			
<p>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. Maintain a prominent and positive profile for the broad ministry of the Salvation Army's Correctional &amp; Justice Services.</p>			
<b>EXPECTATIONS &amp; TASK LIST:</b>			
<ul style="list-style-type: none"> <li>• provide spiritual care and emotional support to the accused, their families, victims, witnesses, as well as judges, lawyers, court officers, court staff, court agency staff and volunteers as requested. Offer assistance with appropriate sensitivity and respect</li> <li>• refer people requiring ongoing spiritual support or information to an appropriate faith leader in the community</li> <li>• represent The Salvation Army chaplaincy to court personnel and agency partners</li> <li>• be visible and available in courtrooms, court waiting areas and holding cells</li> <li>• participate in specialty courts as requested (Drug Treatment, Youth, Family, Mental Health, etc.)</li> <li>• support current and former sex trade workers by offering appropriate programming and/or referrals</li> <li>• maintain information display and community resources (e.g. housing, clothing, transportation, meals, addictions, treatment etc.) and makes referrals as required</li> <li>• receive, secure and bank court donations in accordance with policies and procedures</li> <li>• maintain inventory of supplies for drop-in client services (hygiene products and snacks)</li> <li>• maintain confidential records on referrals, contacts and direct service needs of clients served</li> <li>• record statistics and prepare statistical reports as directed</li> <li>• assist Court House Caseworker when necessary (intakes, vacation relief, etc.)</li> <li>• visit Ottawa Carlton Detention Centre once a week to offer spiritual support to inmates and</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**

pick up any completed applications for Ottawa Booth Centre Stabilization/Anchorage and Residential Life Skills programs

#### **QUALIFICATIONS**

- demonstrated commitment to work within The Salvation Army mission and values and demonstrated ability to apply them in all aspects of chaplaincy ministry
- Salvation Army Chaplaincy Certificate, CPE (Clinical Pastoral Education), Christian Bible College Certificate or equivalent, and/or a combination of related education and/or experience providing spiritual and emotional support
- knowledge of and experience in Christian-based interviewing and counseling skills
- knowledge of other faith groups religious beliefs and practices
- knowledge of court personnel, processes and agencies, and both correctional and community based resources is an asset
- highly motivated, personable and demonstrate compassionate intuition in initiating spiritual and emotional support
- able to work independently with limited supervision
- excellent interpersonal skills and able to manage upset, difficult, distressed, homeless and mentally ill people
- possesses effective oral and written communication skills, and effective interpersonal skills to deal with offenders, their families and staff
- 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.
- knowledge of addiction counseling and treatment resources and Salvation Army, correctional, and community resources for referral and support
- position sometimes requires a frequent amount of walking, climbing stairs, counseling and reading court documents
- english required, bilingual an asset
- must be able to travel to the OCDC Institution in Ottawa on a weekly basis
- must provide a current driver's license and driver's abstract
- must supply a current Clear Police Reference Check for Vulnerable Sector

**Hours of work:** 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.*