

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Intermittent community work program and Substance Use program Facilitator	<b>Competition #:</b>	21/18
<b>Ministry Unit:</b>	Ottawa Corrections	<b>Position Type:</b>	1 Part time position (contract until March 31, 2019) with possibility of extension
<b>Salary Range:</b>	\$20.00	<b>Date posted:</b>	April 27, 2018
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	May 10, 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>			
<p><b>Job Purpose</b></p> <p>As an Intermittent Community Work Program Substance Use Program for Impaired Drivers Program Facilitator (ICWP-SUPF) you will deliver an educational substance use group program for adult offenders serving intermittent sentences for impaired driving convictions. This position encompasses the primary function of group facilitation, client awareness, supervision, program development, administration and clerical duties.</p> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>• delivery of substance use programming in a group setting</li> <li>• case management including needs and risk assessment, and monitor client compliance</li> <li>• participate in ongoing planning and development of a best practice substance use program for repeat impaired driving offenders</li> <li>• participate in program evaluation, quality assurance and continuous improvement approach that are based on best practice</li> <li>• participate in providing accurate/updated documentation and manage confidential information in accordance with agency, Funder and legal standards</li> <li>• liaise and network with community partners and service providers for suitable community referrals for the client (e.g. Referrals to treatment programs when requested by client)</li> <li>• adhere to the policies, procedures and standards of The Salvation Army, Operation Springboard and Funder</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.

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### Qualifications

- counselling and administrative skills acquired through post-secondary diploma/degree in the field of social services
- at least two years of related work experience
- knowledge of adult correctional system
- demonstrated experience in group facilitation for adult correctional clients
- experience and knowledge of educational and motivational approaches for individuals with substance use issues
- experience in applying cognitive behavioral and psycho-educational models in changing behavior
- excellent crisis intervention/management, communication (verbal and written)
- ability to work independently
- ability to positively represent The Salvation Army for various outreach venues
- computer literacy essential and skills in the following programs are particularly encouraged: Excel and Word

### Additional Information:

#### Working hours

- Sundays 1:30 pm – 5pm biweekly when required
- Saturdays 1:30pm – 6pm biweekly when required

*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.