

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Coordinator of Correctional & Justice Services	Competition #:	50/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	Full time
Salary Range:	\$24.48 per hour	Date posted:	September 26, 2018
City:	Ottawa	Posting Expires:	October 2, 2018
Applications Accepted By:			
Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org Attention: Employee Relations Department Please no phone calls.		Mail: Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
Position Description			
<p>JOB PURPOSE</p> <p>To plan, coordinate, and evaluate Correctional and Justice Service programs ensuring all components meet the rehabilitation targets set for the clients while working within guidelines set by funders</p> <p>EXPECTATIONS</p> <p>Program Development, Delivery and Review</p> <ul style="list-style-type: none"> • as team leader, provides direct supervision to program staff and contractors and ensures: <ul style="list-style-type: none"> ○ proper completion of client intakes ○ appropriate client placement and discharge ○ assessment of client needs ○ the offering of referrals to other Salvation Army programs and/ or community services when necessary ○ client files are maintained to legal requirements ○ all contractual timelines and agreements are met; ○ compliance with all legal status and mandates • determines caseload for direct reports as well as maintaining small caseload for own position • maintains secure record keeping and retrieval system pertaining to clients and placement agencies in compliance with applicable government and Salvation Army policies and procedures; complete all required documentation in the prescribed timelines; provides reports to government and Salvation Army departments • participates in the development of policy and procedures to improve program efficiency • develops, proposes and implements new services for clients as necessary. • attends bi-monthly meeting with SA Correction and Justice Services for Ontario to review current contracts, potential contracts and program effectiveness • conducts ongoing evaluation of the effective delivery of services to ensure program meets funders' requirements • reviews and develops annual goals and objectives in consultation with the team 			

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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Community Liaison

- regularly attends meetings with funders and/or partners to provide updates regarding program effectiveness
- develops and maintain favorable working relationships with community placement, and/or agencies to and enhance delivery of service
- liaises with other social services agencies in a manner that will facilitate a referral of potential clients to the appropriate program or agency

QUALIFICATIONS

- relevant college/university education or equivalent work experience
- minimum three years supervisory and program development experience preferably in the Corrections field
- working knowledge and sound understanding of financial systems
- experience developing a wide network and referral system
- excellent oral and written communication skills
- strong interpersonal and leadership skills
- strong administrative and organizational skills
- bilingualism (English and French) an asset
- clear Police Reference Check for Vulnerable Sector Screening is required

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

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.