

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Community Service Order Caseworker	Competition #:	53/18
Ministry Unit:	Ottawa Booth Centre	Position Type:	1 Temporary full time position (9 month contract)
Salary Range:	\$19.00	Date posted:	October 15, 2018
City:	Ottawa	Posting Expires:	October 28, 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			
RESPONSIBILITIES:			
Program Delivery and Development			
<ul style="list-style-type: none"> • maintain a minimum caseload of 120 ongoing client cases (minimum 60 per part-time caseworker) • ensure case managers/supervisor/parole and probation officer provide appropriate information in writing to Community & Justice Services (CJS) prior to placement of the client • complete client intake, risk assessments and termination summaries to funder's standards • 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 • confirm that the client is completing his/her hours and assist client in fulfilling his/her Community and Service Order (CSO) responsibilities • ensure clients comply with CSO conditions imposed by the courts and contact the case manager/Provincial Parole office if the client has failed to comply with a condition of the order • counsel clients concerning their compliance with program requirements • monitor clients' CSO activities and keep case notes as per funder's standards • liaise with the client's supervising case manager, probation officer • maintain monthly contact with placement agencies to ensure clients are complying with CSO court orders • attend court as required when requested by court and police services • advocate on behalf of clients in association with their community support network • respond to program evaluations to adapt and improve program content • may be required to travel up to 200 KM outside of the City of Ottawa on a twice-monthly basis 			
Administration			
<ul style="list-style-type: none"> • complete monthly reports on all clients and submit to funder • prepare and submit monthly, quarterly and annual statistical reports to the ministry and The Salvation Army as required. • assign, check and monitor the work of student placements 			

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:

- 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#53/18

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.