

Employment Opportunity

The Salvation Army Ontario Central East Division

Position Title:	Court House Case worker	Competition #:	62/18
Ministry Unit:	Ottawa Corrections	Position Type:	1 Full time position
Salary Range:	\$19.00	Date posted:	December 13, 2018
City:	Ottawa	Posting Expires:	December 26, 2018
Applications Accepted By:			
Fax or E-mail: (613) 241-2818 or jobs@ottawaboothcentre.org Attention: Employee Relations Please no phone calls.		Mail: Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
Position Description			
<p>JOB PURPOSE</p> <p>Based on guidelines set out in the <i>User Model</i> by the Ottawa Police Services (OPS) and Salvation Army, the caseworker will create a supportive environment in which participants of the Pre-Charge Diversion program may take accountability for their actions which lead to their offense. The caseworker will foster and maintain strong relationships with community partners such as Ottawa Police Services, Loss Prevention officers and community agencies.</p> <p>EXPECTATIONS & TASK LIST</p> <p>Pre-charge Diversion Program</p> <ul style="list-style-type: none"> • Receive client referral from OPS and/or Loss Prevention managers and complete client intake interviews to determining eligibility to program • Determine appropriate degree of diversion necessary based on crime committed • Receive fees as mandated by court orders and process appropriately according to Ottawa Booth Centre financial policies and procedures • Select appropriate work placements based on client skills and the needs of the placement agency; contact the placement agency to determine the client's suitability • Confirm the client is completing his/her hours and assist client in fulfilling his/her responsibilities • Ensure clients comply with conditions imposed by the courts and contact OPS if the client has failed to comply with a condition of the order. • Counsels clients concerning their compliance with program requirements • Monitors clients' activities and keep case notes as per OPS standards • When necessary, provide referrals to other programs and services of the Salvation Army and/or other appropriate community services or resources 			

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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John School

- Liaises with Ottawa Police Services on a regular basis for information sharing purposes and to determine in advance when a John sweep will be conducted so appropriate referral deadlines can be arranged
- Conduct assessment interviews and determine eligibility of potential John School clients
- Maintain complete client files and other records
- Coordinate John School by arranging date, time, location, speakers and course materials
- Prepare any required reports and documentation resulting from a client's successful or unsuccessful completion of John School
- Prepare annual John School report for the Ottawa Police Service
- Attend court when necessary
- Attend annual John School sub-committee meetings

Court- Support Services

- Provide drop in client services which may include providing general support, responding to request, distribution of bus tickets referrals to other programs and services
- Attend Court in supportive when necessary

QUALIFICATIONS

- Post-secondary education in social work, criminology or similar discipline or relevant work experience
- Experience working with a marginalized population and understanding the unique barriers faced by them
- Excellent organization skills, including the ability to exercise analytical skills and good judgment
- Strong networking skills
- Ability to assist and guide individuals in goal and strategy planning
- Excellent writing skills
- Strong communication skills
- Strong computer skills
- Bilingualism (English & French) an asset
- Must supply a current Clear Police Reference Check for Vulnerable Sector

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.