



# ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

[www.efryottawa.com](http://www.efryottawa.com)

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## **JF Norwood House Residential and Community Support Worker Full-Time, Overnight Shift**

JF Norwood House is Elizabeth Fry's transitional housing program. We offer fifteen women a supportive living environment with accommodations for families. JF Norwood House is also a Community Residential Facility, and provides a space for women who are on Day Parole, Full Parole or Statutory Release. We also provide accommodation for women serving provincial sentences.

### **Responsibilities:**

- Promote and maintain the mission, vision and values of the Elizabeth Fry Society of Ottawa.
- Comply with the regulations of CRF facilities as prescribed by the Ministry of Community Safety and Correctional Services and the Correctional Service of Canada.
- Maintain cooperative working relationships with other service providers and funders.
- Provide primary counselling, resource referrals, crisis intervention, conflict resolution and support to all residents.
- Liaison with various community organizations such as Correctional Services Canada, Ministry of Community and Safety Correctional Services, and lawyers.
- Must be awake at all times when on shift and responsible for the monitoring and supervision of the residence. Full-time shifts are every Sunday to Thursday 23:45 p.m. – 8:00 a.m.
- Assist in the overall security and maintenance of the residence.
- Be acquainted with each resident's individual program plan, identify needs, recommend changes in individual program plans and provide assistance that is consistent with the overall plan for each individual.
- Provide case management support for residents including development of and weekly updates to the residents' Plan of Care
- Maintain accurate and up-to-date records and statistics regarding all aspects of service delivery when requested.
- Attend and participate in monthly staff meetings.
- Train volunteers to provide services as necessary.
- Other duties as assigned by the Manager of Residential Services, the Director of Operations or the Executive Director.

**Date of Revision:  
March 2019**



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## Qualifications:

- Understand the dynamics of criminalized women's behavior and to assess their needs and risks;
- Skills to counsel and form effective relationships and trust;
- Ability to intervene effectively in crisis situations;
- The ability to assist criminalized women in identifying problems involved in their successful reintegration into the community;
- The ability to assist criminalized women in identifying and obtaining community services for their successful reintegration;
- The ability to communicate effectively both orally and in writing;
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues.
- Understanding of alcohol and drug use and related issues.
- Experience working with communities who face multiple barriers such as poverty, discrimination, criminalization and a lack of housing.
- Excellent organizational and time management skills, second language skills are an asset.
- Excellent interpersonal and crisis intervention skills.
- Skills in community development, advocacy and mediation.
- Ability to work flexible hours, including overnight shifts, weekends and holidays.
- Ability to work well independently.
- Must be able to pass security clearance.
- Post-secondary education in social sciences or equivalent combination of knowledge and experience.
- Valid First Aid/CPR certification.
- Bilingualism is an asset.

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

This position currently pays \$16.25 an hour.

The deadline for applications is March 7<sup>th</sup>, 2019 at 4:00 p.m.

We thank all candidates for their interest but only those selected for an interview will be contacted.

Please send a resume and cover letter, electronically only to:

Amanda MacDonald, Manager of Residential Services  
[careers@efryottawa.com](mailto:careers@efryottawa.com)

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Review Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

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