



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

The Elizabeth Fry Society of Ottawa, in partnership with the John Howard Society of Ottawa, is a feminist, non-profit community agency offering support and services to women and female youth who have been – or may be at risk of being – in conflict with the law. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

Job Title: Bilingual Bail Supervisor L'Original/Community Justice Worker L'Original/
Diversion Facilitator
Reports to: Director of Operations
Start Date: ASAP
Hours of Work: Full-time
Salary Range: 19.92/hourly

INTERNAL POSTING

Bail Supervisor L'Original/ Community Justice Worker L'Original/ Diversion Facilitator

Bail Supervisor L'Original

The bail verification and supervision program is responsible for expediting bail and court proceedings; reducing failures to appear through supervision of clients and assisting clients to initiate steps to remedy issues and problems that may have contributed to the alleged misconduct.

Responsibilities:

Clinical

- Interview clients in the cellblock at court prior to court appearance
- Ensure client stays focused on the task at hand to obtain required information
- Complete standardized assessments to evaluate the client's risk and need areas, and to develop and implement an intervention plan to address those areas of need that are most strongly associated with criminal activity
- Establish with the client achievable, specific goals
- Maintain knowledge of and assist clients with referrals to appropriate community service agencies and educational/vocational programs
- Maintain client confidentiality

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Report Writing/ Administrative

- Prepare report for court in a timely manner outlining bail supervision case plan as required
- Ensure client file notes are maintained on the client information management system
- Maintain client master files by affixing assessment and intervention plan, statistical forms, and any relevant internal information including all bail program forms
- Produce additional written reports and records as required
- Collect information for program evaluation and statistical purposes
- Ensure a comprehensive understanding of John Howard Society Personnel Manual and Policy and Procedures Manual
- Submit quarterly statistical reports
- Attend staff meetings as required

Collateral Communication/Program Representation

- Maintain consistent communication and develop positive relationships with the court personnel, probation case managers and other professionals involved with the client
- Provide coverage at court as required
- Testify in court as required
- As appropriate participate in meetings/obligations involving a client
- Establish partnerships with relevant community resources viable for promoting and sustaining gains made by the client
- Confirm clients are following through on court ordered conditions

Program Level Responsibilities

- Assist in maintaining a positive environment
- Be knowledgeable about evidenced-based research in community corrections
- Maintain professional development through participation in relevant training, and through the clinical supervision process
- Actively participate in program evaluation
- Perform other duties as may be occasionally requested. This may include: training and community presentations

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Community Justice Worker L'Orignal

As a Community Justice Worker (CJW), the individual oversees the disposition of Court Diversion files at the Court House in L'Orignal, Ontario. This occurs one day every other week. The CJW worker also facilitates Theft Prevention seminars and individual sessions to clients coming through Diversion

Responsibilities:

- Oversee the disposition of diversion files.
- Oversee the monthly statistical reporting to the Ministry of the Attorney General.
- Work closely with the Director of Operations in ensuring the smooth delivery of diversionary measures programming.
- Facilitate orientation and training of students and volunteers to the program.
- Assist in and report on the provision of services and programs to ensure efficiency and effectiveness with adherence to policies set out by ED.
- Inform Director of Operations on any issues/trends relating to program development.
- Maintain cooperative working relationship with other service providers, community groups and funders.
- Maintain current knowledge of trends affecting service delivery/front-line services and reports on any trending patterns identified.
- Assist all staff in providing input, content and statistics for interim and annual reports.
- Work with low-risk accused persons who have committed low-level offences and who meet eligibility criteria to be specified by the Ministry as being suitable candidates for alternative measures, providing direct service to clients in English and French.
- Accept referrals directly at the Court and meet with the client following Crown screening and consultation with Duty Counsel.
- Assess the client, determine an appropriate response to address the offending behavior and prepare a written agreement outlining the agreed upon sanction(s).
- Engage with victims, where appropriate, for input to assess in determining appropriate reparations or sanctions.
- Coordinate payments of restitution to the victim, or reparation to the community in the form of community service work or charitable donations to community organizations.
- Coordinate voluntary participation in short-term educational or counselling programs and monitor attendance, progress and successful completion of program.
- Make referrals to a range of community-based programs and services, particularly those that address some of the factors and/or circumstances that may have contributed to their involvement in

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the criminal justice system: such as counselling, mental health services, employment skills, supportive housing, anger management and substance abuse.

- Create and enhance partnerships with community-based agencies to ensure timely access to a range of programming for referrals from the Community Justice Worker.
- Liaise with the local Crown Attorneys, providing screening and assessment for referrals, determining sanctions for the offender, and monitoring the completion of sanction, record keeping, and for ensuring that Crowns are provided with a comprehensive report detailing whether the sanction was completed.
- Work closely with the local Crown Attorney and a Steering Committee to develop the program, process and protocols for the referrals to the Community Justice Worker and for the offender's participation in Community Justice Initiatives.
- Under the direction of the supervisor, prepare, submit to the Ministry and follow a yearly work-plan outlining program objectives, activities and indicators, including details on program development, implementation and delivery. Quarterly updates outlining progress on the work plan shall be submitted to the Ministry.
- Work with the Ministry to develop and maintain a data collection system to provide the data identified by the Ministry as necessary to support the evaluation of the project.
- Attendance at monthly staff and case management meetings of counsellors as well as at professional development functions, including non-violent crisis intervention training, CPR and First Aid training and Suicide Prevention and Intervention training annually.
- Other duties as assigned by the Director of Operations or the Community Justice Worker.

Diversion Facilitator

The Diversion Facilitator is responsible for facilitating diversion groups for men and women in the areas of theft, anger and alcohol/drug awareness.

- Facilitate 3 hour seminars to adult women and men referred through the Community Justice Worker.
- Facilitate program modules and plan activities for program participants.
- Provide on-going assistance, feedback and support for participants consistent with their goals and determinants for success.
- Monitor attendance, participation and progress of participants.
- Ensure material presented is empowering and individual needs are considered in the presentation of skills development.
- Prepare all correspondence for files referred by the Community Justice Worker related to assessment and referrals for adult women and men referred through diversion and/or the court system specifically as they pertain to charges of assault

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- Maintain effective liaison with the Community Justice Worker and with the criminal justice system
- Provide primary support, resource referrals, crisis intervention, conflict resolution and support to all group participants.
- Work closely with the Community Justice Worker in regards to case management, program development and promotion of service.
- Assist in the evaluation of participants' success and evaluate program effectiveness.

Qualifications:

- Minimum Post-Secondary Degree in social work, criminology or counselling or related field .
- Excellent communication skills in both French and English (**Bilingual Required**)
- 2 years Relevant experience in working with at-risk and criminalized women
- A demonstrated understanding of the criminal justice system and legal terminology
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues
- Experience working with individuals who face multiple barriers such as poverty, isolation, lack of mobility, difficulty accessing programs and services, mental illness, physical and social isolation, discrimination, criminalization and oppression.
- Demonstrated organizational, leadership and time management skills including the ability to work independently and as part of a team.
- Experience with collection of statistical data and writing reports both internally and to funders
- Excellent writing, editing and oral communication skills
- Understanding of social factors which contribute to criminal behavior and criminalization of marginalized populations including addiction and mental health issues
- Strong interpersonal skills which include resolution/de-escalation experience
- Experience in the delivery of structural and strength-based programming
- Must be able to pass security screening in order to work at the Ottawa-Carleton Detention Centre

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.

The deadline for applications is July 3rd, 2019 at 4:00 p.m. Interviews will be conducted on the 8th of July, 2019. While we thank all candidates for their interest, only those invited in for an interview will be contacted. Please submit your resume and cover letter addressed to April Bissonnette, Acting Director of Operations electronically to careers@efryottawa.com.

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