



# 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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The Elizabeth Fry 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: Youth Reintegration Outreach Worker  
Reports to: Director of Operations  
Hours: Full Time  
Language: **Bilingual imperative.** Additional languages a strong asset  
Salary: \$19.92/hour

## Youth Reintegration Outreach Worker

### PLEASE NOTE: THIS POSITION IS BILINGUAL IMPERITIVE

The Youth Reintegration Outreach Worker is primarily responsible for offering individual and group counselling to girls between the ages of 12 – 17.

#### Responsibilities:

- Receive referrals, conduct client intake and orientation and collaborate with funders to deliver services as determined by the individualized case management plan.
- Attend case management meetings with the Boys and Girls Club, Probation, Talitha House or Sundance as required.
- Advocate for clients and liaise with community based agencies as needed.
- Comply with the relevant Provisions of the Youth Criminal Justice Act, meet safety and reporting expectations, assist in preparation of monthly and quarterly reports as established by the Ministry of Children and Youth Services and Youth Justice Policies and Procedures.
- Document cases according to the Elizabeth Fry Society standards and funder standards.
- Maintain records related to program expenses.
- Provide counselling services to youth with substance abuse issues.
- Initiate new programs relating to youth and attend community meetings as required.
- Facilitate new client intakes, assess client needs and determine service goals.
- Provide individual/group counselling and intensive case management to at-risk youth and their families.

Date of Revision:  
July 2017



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- Collect and provide statistical information on client service delivery monthly and provide documentation for quarterly funder reports.
- Provide follow up services to clients.
- Liaise with youth treatment centres/professionals and develop a plan of care for clients with substance abuse issues/provide appropriate referrals.
- Provide crisis intervention strategies as required and work with youth clients to ensure their safety
- Attendance at monthly staff meetings and bi-monthly 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 related duties as assigned by the Director of Operations Director of Operations.

## **Qualifications:**

- A post-secondary degree in social work, human services, criminology or a similar degree is required.
- A minimum of two years of experience working with female youth in conflict with the law.
- Relevant experience in working with youth involved in the sex trade; troubled youth and/or street youth.
- A demonstrated understanding of the Youth Criminal Justice Act.
- A solid understanding of the issues affecting female youth in conflict with the law.
- A minimum of 2 years of experience providing individual and group counselling to female youth.
- Experience in providing group and individual counselling services to parents/caregivers/family members of at-risk youth.
- Prior experience developing and implementing case management plans.
- An ability to work from a feminist analysis and an awareness of and commitment to issues facing young women in the justice system, with a thorough understanding of racism, classism, sexism, homophobia , violence against women and transgender issues.
- An understanding of alcohol and drug use and its impact on youth.
- Experience working with communities who face oppression and multiple barriers.
- An excellent understanding of youth community resources in the Ottawa area.
- Excellent organizational and time management skills.
- Excellent interpersonal and crisis intervention skills.
- Experience in facilitating and leading group discussions.
- Strong administrative skills.
- Bilingualism is imperative.

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- An ability to work days and evenings as required.
- Must have a valid driver's license.
- Criminal Reference check, vulnerable sector required.
- Valid First Aid/CPR and non-violent crisis intervention certification required within the first six months.

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 3<sup>rd</sup>, 2019 at 4:00 p.m. While we thank all candidates for their interest, only those invited in for an interview will be contacted. Interviews will be conducted on the 8<sup>th</sup> of July, 2019. Please submit your resume and cover letter addressed to April Bissonnette, Director of Operations electronically to [careers@efryottawa.com](mailto:careers@efryottawa.com).

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