



# ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 311, 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 supports and advocates for young and adult women in our community who are criminalized or may become criminalized. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

**Job Title:** Addictions Counsellor and Theft Prevention Program Facilitator  
**Reports to:** Program Manager  
**Hours:** 30 hours per week  
**Language:** Bilingual Preferred  
**Salary:** \$19.92/hour

## Addictions Counsellor/Theft Prevention Program Facilitator

The Addictions/Theft Prevention Counsellor is primarily responsible for the operation of our addictions/relapse prevention program and facilitating the Theft Prevention Program Facilitator.

### Responsibilities:

- Facilitate relapse prevention programming to women at the Ottawa Carleton Detention Centre and at the Elizabeth Fry Society.
- Facilitate an 8 week Theft Prevention Program to adult women.
- Provide individual addiction counselling sessions to clients at the Ottawa Carleton Detention Centre as well as community clients.
- Administer the ministry assessment tools to women motivated to attend a treatment program upon release from the Ottawa Carleton Detention Centre.
- Case manage each client after the initial assessment by communicating and providing relevant information to treatment centers, CRF staff, lawyers, PO's, etc. as needed.
- Provide letters of support for women at the Ottawa Carleton Detention Centre and Elizabeth Fry Society of Ottawa for lawyers and PO's.
- Provide the opportunity for women at the Ottawa Detention Centre to continue and complete programming at Elizabeth Fry Society of Ottawa after release date.
- Provide crisis intervention, on-going support and individual counselling to clients to ensure they are supported.
- Assist clients in establishing a network of support in the community to ensure an easier transition.
- Assist clients navigating through the criminal court system as needed.
- Provide on-going assistance, feedback and support for participants consistent with their goals and determinants for success.

**Date of Revision:**  
**August 2019**



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- Work closely with the Program Manager in regards to case management, program development and promotion of service.
- Assist in the evaluation of participant success and evaluate program effectiveness.
- Maintain accurate case notes, correspondence and statistics to ensure information can be passed on effectively.
- Maintain current knowledge of trends affecting service delivery/front-line services and reports on any trending patterns identified.
- Provide input, content and statistics for monthly, interim and annual reports to ensure accurate reporting.
- Conduct initial phone assessments, schedule face to face intakes and provide information, referrals, crisis intervention and counselling, as needed.

#### **Other Responsibilities:**

- Attend community and organizational related events as required.
- Attendance at monthly staff and case management meetings 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 Program Manager.

#### **Qualifications:**

- Post-secondary degree in addictions, criminology or social work with a strong understanding of the legal justice system.
- A strong background in the addictions field is essential. **Must be a certified addictions counsellor.**
- A demonstrated understanding of alcohol and drug use in women is required.
- Two (2) years' experience providing individual and group programming to adult women, preferably in the area of addictions is required.
- A knowledge of addictions related services offered in Ottawa.
- Relevant experience working with women in conflict with the law.
- 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 and criminalization.
- Excellent verbal and written communication skills, bilingualism would be considered an asset.
- Strong organizational, time management and interpersonal skills.
- Eligibility for security clearance.

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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 September 13, 2019 at noon. While we thank all candidates for their interest, only those invited in for an interview will be contacted.

Please send applications electronically addressed to: **Sarah Davis, Executive Director**

In the subject line of your application, please reference: **ACTPPF2019**

[c/o careers@efryottawa.com](mailto:c/o_careers@efryottawa.com)

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