

## Employment Opportunity

### The Salvation Army Ontario Central East Division

<b>Position Title:</b>	Pre-Charge Diversion Caseworker	<b>Competition #:</b>	03/20
<b>Ministry Unit:</b>	Ottawa Corrections	<b>Position Type:</b>	1 Full time position
<b>Salary Range:</b>	19.00	<b>Date posted:</b>	February 11, 2020
<b>City:</b>	Ottawa	<b>Posting Expires:</b>	February 24, 2020
<b>Applications Accepted By:</b>			
<b>Fax or E-mail:</b> (613) 241-2818 or jobs@saobc.org <b>Attention:</b> Employee Relations Please no phone calls.		<b>Mail:</b> Employee Relations Department 171 George St. Ottawa, ON K1N 5W5	
<b>Organization Description</b>			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p><b>Mission Statement</b>            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.</p> <p><b>Core Values</b>            The Salvation Army Canada and Bermuda has four core values:</p> <p><b>Hope:</b> We give hope through the power of the gospel of Jesus Christ.  <b>Service:</b> We reach out to support others without discrimination.  <b>Dignity:</b> We respect and value each other, recognizing everyone's worth.  <b>Stewardship:</b> We responsibly manage the resources entrusted to us.</p>			
<b>POSITION PURPOSE SUMMARY:</b>			
<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 led to their offense.</p>			
<b>RESPONSIBILITIES:</b>			
<b>Pre-charge Diversion Program</b>			
<ul style="list-style-type: none"> <li>• Receive client referral from OPS and/or Loss Prevention managers and complete client intake interviews to determine eligibility to program and appropriate degree of diversion necessary based on crime committed</li> <li>• 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</li> </ul>			

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- 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
- When required, act as the main contact between all parties involved in the pre-charge process
- Counsels clients concerning their compliance with program requirements and monitors their activities related to the program
- Ensure each referral is documented in a casefile, including intake interview, risk assessment case notes and termination summaries. Ensure all case notes and documentation are as per OPS standards and subpoena-ready at all times
- When necessary, provide referrals to other programs and services of the Salvation Army and/or other appropriate community services or resources
- Receive fees as mandated by court orders and process appropriately according to Ottawa Booth Centre financial policies and procedures
- Prepares and submits statistical reports as required.
- Foster and maintain a strong relationship with community partners such as with Ottawa Police Services (OPS), Loss Prevention Officers

### **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 activities 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 requests for snacks, supplies and distribution of bus tickets referrals to other programs and services
- Ensure supplies and snacks are maintained and available for drop-in program
- When required, attend Court in supportive role for pre-charge clients

### **Health and Safety**

- Adhere to all health and safety policies and procedures in place; complies with all instructions from the employer concerning health and safety as per the Occupational Health and Safety Act and WSIB
- Ensure all procedures, rules and guidelines for the safety and security of clients and staff are enforced

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### **CRITICAL RELATIONSHIP MANAGEMENT**

#### **Internal:**

- Work collaboratively with other CJS staff, courthouse staff, and Courthouse Chaplaincy staff

#### **External:**

- Partner with Ottawa Police Services (OPS)
- Liaise with Loss Prevention Officers under the Shop Theft Protocol mandate
- Work collaboratively with non-profit organizations, I.E John Howard and Elizabeth Fry Society

### **MANAGERIAL LEADERSHIP RESPONSIBILITY:**

- Coordinator of Correctional and Justices Services

### **FINANCIAL AND MATERIALS MANAGEMENT:**

- Collect user fees and restitution payments
- Provide receipt as proof for all received payments
- Coordinate with victim to collect Restitution payment owed to them
- Refer Welfare Fraud Clients to Overpayment Recovery Unit

### **Working Conditions:**

- May deal with angry and abusive clients
- May encounter verbal abuse

### **EDUCATION AND EXPERIENCE QUALIFICATIONS:**

#### **Education, Qualifications and Certifications:**

- Post-secondary education in social work, criminology or similar discipline or relevant work experience

#### **Experience and Skilled Knowledge Requirements:**

- Current experience working with a marginalized population
- A strong understanding of the Canadian Criminal and Justice System and the unique benefits faced by a marginalized population

#### **Skills and Capabilities:**

- Excellent organization skills, including the ability to exercise analytical skills and good judgment
- Ability to assist and guide individuals in goal and strategy planning
- Proven casework skills including the ability to make sound decisions
- Proven de-escalation skills
- Strong interview skills

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- Strong networking skills
- Crisis Intervention skills
- Strong written and verbal 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 7:30am – 4:00pm

*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.*