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| Position Title: | Coordinator of Correctional & Justice Services | Competition #: | 21/21 |
| Ministry Unit: | Ottawa Booth Centre | Position Type: | 1 Full time position |
| Salary Range: | $26.50 | Date posted: | May 31, 2021 |
| City: | Ottawa | Posting Expires: | June 6, 2021 |
| Applications only accepted at jobs@saobc.org. Please no phone calls.  |
| Organization Description |
| 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.**Mission Statement**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.**Core Values**The Salvation Army Canada and Bermuda has four core values:**Hope:** We give hope through the power of the gospel of Jesus Christ.**Service:** We reach out to support others without discrimination.**Dignity:** We respect and value each other, recognizing everyone’s worth.**Stewardship:** We responsibly manage the resources entrusted to us.**Position Purpose summary:** To plan, coordinate, and evaluate Correctional and Justice Service programs ensuring all components meet the rehabilitation targets set for the clients while working within guidelines set by funders. **Accountabilities:** **PROGRAM DEVELOPMENT, DELIVERY AND REVIEW*** Determines caseload for direct reports as well as maintaining small caseload for own position;
* Maintains secure record keeping and retrieval system pertaining to clients and placement agencies in compliance with applicable government and Salvation Army policies and procedures; complete all required documentation in the prescribed timelines; provides reports to government and Salvation Army departments;
* Participates in the development of policy and procedures to improve program efficiency;
* Develops, proposes and implement new services for clients as necessary;
* Ongoing evaluation of the effective delivery of services to ensure program meets funders requirements;
* Review and develop annual goals and objectives in consultation with the team

**COMMUNITY LIAISON** * Regularly attend meetings with funders and/or partners to provide updates regarding program effectiveness;
* Develop and maintain favorable working relationships with community placement agencies to and enhance delivery of service;
* Liaises with other social services agencies in a manner that will facilitate a referral of potential clients to the appropriate program or agency

**HUMAN RESOURCES*** Act as a team leader providing direct supervision to program staff and contractors ensuring proper completion of client intakes, appropriate client placement and discharge; assessment of client needs, offering of referrals to other Salvation Army programs and/ or community services when necessary; ensuring client files are maintained to legal requirements; ensuring all contractual timelines and agreements are met; ensuring compliance with all legal status and mandates;
* In consultation with the Director of Community Services and/or Director of Employee Relations hires, orientates, trains, evaluates and recommends discipline, when necessary of staff
* Facilitates regular staff meetings

**ADMINSTRATION*** Maintain a system of recording and reporting on departmental activities, as well as provide monthly statistics for the department
* Ensures all financial functions performed as per policy and procedures

**FINANCIAL AND MATERIALS MANAGEMENT:*** Provides input into the operational and staffing budgets for Correction and Justice Services
* Prepares and provides to Accounting financial/statistical information for funders

 **WORKING CONDITIONS:** * Works in an office environment
* Moderate amount of keyboarding and case noting
* May be required to perform a small amount of travel

**education and experience Qualifications:** **Education, Qualifications and Certifications:** * Completed post-Secondary Degree/Diploma in Correctional/Social Services field
* Must be able to supply a current clear Police Reference Vulnerable Sector Check

**Experience and Skilled Knowledge:*** 1-3 years supervisory and program development experience preferably in the Corrections or Justice field;
* 1-3 years’ experience case management experience and working with correctional clients
* Strong knowledge of the Pre-Charge and Community Service Order correctional programs
* Proficient computer skills using Word, Excel and other office software
* Excellent oral and written communication skills

**Skills and Capabilities:*** Strong interpersonal and leadership skills
* Able to build and strengthen relationships with the community
* Strong administrative and organizational skills
* Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility
* Strong understanding of professional boundaries when working with a vulnerable population;
* Ability to coach and provide constructive feedback;
* Ability to problem solve and make independent decisions within established framework while understanding the impact decisions will have on programming as well as programs around them.
* Bilingualism (English and French) an asset

**Hours:** Monday to Friday 8:00am – 4:30pm*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. |