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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](mailto: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. | | | |