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| Job Title: | Community Service Order Caseworker | Competition #: | 03/22 |
| Department: | Correctional & Justice Services | Status/Position Type:  | 1 Full time position |
| Compensation: | $ 20.55 | Unionized: | No |
| Ministry Unit: | Ottawa Corrections  | Date posted: | January 27, 2022 |
| Address: | 171 George street | Posting Expires: | February 9, 2022 |
| APPLICATIONS ACCEPTED BY: |
| Email Address: jobs@saobc.orgFax #: 613) 241-2818 **Attention:** Human Relations Department Please no phone calls. |
| Mission, VISION and Values:  |
| 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. **Vision Statement**We are an innovative partner, mobilized to share hope wherever there is hardship, building communities that are just and know the love of Jesus.**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. |
| **TERMS AND CONDITIONS:** |
| **Position Purpose summary:** The caseworker will create a supportive environment in which participants of the CSO program may take accountability for their actions by serving the community during their court ordered time. The caseworker will ensure these hours are completed within imposed parole and probation guidelines**Accountabilities:** **Program Delivery and Development** * Maintain a minimum caseload of 120 ongoing client cases (minimum 60 for PT caseworker)
* Ensure case managers/supervisor PPO provide appropriate information in writing to CJS prior to placement of the client
* Completes client intake, risk assessments and termination summaries to funders standards
* Select work placements based on matching a client’s skills and interests to the needs of the placement agency; contact the placement agency to determine the clients suitability
* Confirm that the client is completing his/her hours and assist client in fulfilling his/her CSO responsibilities
* Ensure clients comply with CSO conditions imposed by the courts and contact the case manager/PPO if the client has failed to comply with a condition of the order
* Counsels clients concerning their compliance with program requirements
* Monitors clients’ CSO activities and keeps case notes as per funders standards
* Liaises with the client’s supervising case manager, probation office
* Maintain monthly contact with placements agencies to ensure clients are compiling with court orders
* Attends court as required when requested by court and police services
* Advocates on behalf of clients in association with their community support network
* Responds to program evaluations to adapt and improve program content
* May require you to travel up to 200 KM outside of the City of Ottawa on a twice-monthly basis

**Administration*** Complete monthly reports on all clients and submit to funder
* Prepare and submits monthly, quarterly and annual statistical reports to the ministry and The Salvation Army as required
* Assigns, checks and monitors the work of student placements

**Health and Safety** * Notify the Manager of CJS immediately if a client has an accident or injury at a work placement
* Adheres 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
* Ensures all procedures, rules and guidelines for the safety and security of clients and staff are enforced and

**WORKING CONDITIONS:** * May deal with angry and abusive clients
* May encounter verbal abuse

**education and experience Qualifications:** **Education, Qualifications and Certifications:** * Completed post-secondary education in social work, criminology or similar discipline or relevant work experience

**Experience and Skilled Knowledge Requirements** * Experience working within the criminal justice system
* Experience working with a marginalized population

**Skills and Capabilities (examples provided below):** * Effective written and oral communication skills
* Excellent knowledge of Microsoft, Word and Excel
* Excellent organizational and analytical skills
* Fully Bilingual (English & French) necessary
* Valid “G” Driver’s License required and access to a vehicle
* Must supply a current Clear Police Reference Check for Vulnerable Sector

**Hours of work**: Monday to Friday 8:00am – 4:30pm*In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada.  The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.***The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.**We thank all applicants, however, only those candidates to be interviewed will be contacted.*You must advise your managing supervisor of your intentions prior to submitting your application.*Imagine Canada Logo |