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| Job Title: | Pre-Charge Diversion Caseworker | Competition #: | 28/22 |
| Department: | Correctional & Justice Services | Status/Position Type:  | Temporary Full time ending November 30, 2022 |
| Compensation: | $ 20.55 | Unionized: | No |
| Ministry Unit: | Ottawa Booth Centre | Date posted: | July 12, 2022 |
| Address: | 171 George St. | Posting Expires: | July 25, 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:** Based on guidelines set out in the *User Model* 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. **Responsibilities:****Pre-charge Diversion Program*** 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
* 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
* 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

**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 and respected

**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

**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 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*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 |