



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 309, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

The Elizabeth Fry Society of Ottawa is a feminist, non-profit community agency offering support and services to women and female youth who have been – or may be at risk of being – in conflict with the law. Elizabeth Fry Society Services are holistic, client centered, strength based and gender specific.

Job Title: Community and Liaison Worker – OCDC (**Bilingual required**)
Reports to: Director of Operations
Start Date: ASAP
Hours of Work: Full-time 37.5 hours per week
Salary Range: 19.63/hourly

Community and Liaison Worker - OCDC

The Community Liaison Worker is primarily responsible for the operation of our Women's program at the Ottawa-Carleton Detention Centre (OCDC) and for providing support services.

Responsibilities:

- Provide all aspects of support, referrals and assess individual client needs of women incarcerated at OCDC. Provide links for locally incarcerated women as well as awareness of cultural resources to the outside community to help facilitate release and reintegration.
- Assist incarcerated women in their pursuit for resources ensuring their legal and human rights.
- Promote and maintain the agency and institution's ideas and philosophy by contributing to program development, case management and evaluation at the local detention centre.
- Provide documentation required by incarcerated women for the purposes of assistance and advocacy.
- Act as a general liaison between the Elizabeth Fry Society and the Ottawa Carleton Detention Centre staff and management for the purposes of providing services and advocacy to incarcerated women.
- Keep current and accurate records, logs, and statistical data in accordance with the organization's mandate and the requirements of the detention centre and funder.
- Participate in case management and other related meetings with correctional staff of OCDC to enhance the female unit and provide effective service while still maintaining the agency's level of confidentiality.
- Attendance at monthly staff meetings as well as professional development functions, including non-violent crisis intervention training, CPR and First Aid training as well as Suicide Prevention and Intervention training annually.
- In-reach services in coordination with the Manager of Residential Services as required.

Date of Revision:
July 2017



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- Other duties as assigned by the Director of Operations or the Executive Director.

Qualifications:

- A degree in social work, criminology or another related field or an acceptable combination of education and work experience.
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues.
- An understanding of the criminal justice system and legal terminology.
- An understanding of alcohol and drug use, within a harm reduction framework.
- Experience working with communities who face multiple barriers such as poverty, discrimination and criminalization to accessing and maintaining housing.
- Skills in community development, advocacy, mediation, and group facilitation.
- Demonstrated organizational and time management skills including ability to work independently with minimal direction and as part of a team.
- Ability to work in an institutional, high risk setting with minimal supervision.
- Excellent interpersonal and crisis intervention skills.
- Excellent record keeping and experience with reporting to funders.
- Must be able to pass security screening in order to work at the Ottawa-Carleton Detention Centre.
- Ability to work flexible hours, including evenings and occasional weekends.
- An understanding of child welfare legislation would be considered an asset.
- Minimum of two years' experience working in the social services field.
- A Valid Driver's license is required.
- **Must be fluent in English and French – oral and written.**

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

The deadline for applications is March 7th, at 4:00 p.m. While we thank all candidates for their interest, only those invited in for an interview will be contacted. Please submit your resume and cover letter addressed to April Bissonnette, Director of Operations. c/o careers@efryottawa.com

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