



# 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](http://www.efryottawa.com)

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## CANADA SUMMER JOBS – COMMUNITY JUSTICE WORKER/CASE MANAGER

The Elizabeth Fry Society of Ottawa is a 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.

We are currently seeking one youth for a Canada Summer Jobs position (40 hours per week for 8 weeks) to work as a Community Justice Worker/Case Manager. The position is open only to youth as per the criteria for funding under the Canada Summer Jobs Program. The position is open for a period of 8 weeks, start and end dates to be arranged with the youth hired.

### **Which youth are eligible to participate in Canada Summer Jobs?**

Eligible youth:

- are between 15 and 30 years of age;
- are Canadian citizens or permanent residents or have official refugee protection status under the *Immigration and Refugee Protection Act*; and
- are legally entitled to work in Canada, according to relevant provincial/territorial legislation and regulations.
- Foreign students are not eligible.

## **Summer Community Justice Worker / Case Manager**

The Community Justice Worker (CJW) oversees the disposition of Court Diversion files at the Ottawa Court House.

### **Community Justice Worker Responsibilities:**

- Work with accused adults who have committed low-level criminal offences and who meet Diversion criteria as specified by the Ministry.
- Accept referrals directly at the Court and meet with the client following Crown screening.
- Interview and assess the client, determine an appropriate response to address the charges and prepare a written agreement outlining the agreed upon sanction(s).
- Engage with the police and victims, where appropriate, for input to assess appropriate restitution.
- Coordinate payments of restitution to the victim, or reparation to the community in the form of community service work or charitable donations to community organizations.
- Coordinate participation in short-term educational or counselling programs and monitor attendance, progress and successful completion of program.
- Make referrals to a range of community-based programs and services, particularly those that address some of the factors and/or circumstances that may have contributed to the client's

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involvement in the criminal justice system: such as counselling, mental health services, employment skills, theft prevention, anger management and substance abuse.

- Prepare court updates for the Crown Attorney on a daily basis and email them to the Crown Attorneys special disclosure email.
- Update and maintain the statistical databases on client referrals, progress and completion.
- Liaise with the local Crown Attorneys who screen individuals for the Direct Accountability Program.
- Work closely with the local Crown Attorney and a Steering Committee to monitor the program's process and protocols for the referrals to the Community Justice Worker and for the client's participation in Community Justice Initiatives.
- Update the policy and procedures manual on an on-going basis.
- Under the direction of the supervisor, prepare and submit to the Ministry a bi-annual report outlining program objectives, activities and indicators, including details on program development, implementation and delivery.
- Work with the Ministry to develop and maintain a data collection system to provide the data identified by the Ministry as necessary to support the evaluation of the project.
- Other duties as assigned by the Director of Operations or the Executive Director.

## **Case Management Responsibilities:**

- Oversee the referral of diversion files to diversionary program staff at the Elizabeth Fry Society and John Howard Society.
- Engage in case management with diversionary program staff regarding client's progress, completion and if required, removal from the program.
- Oversee the monthly statistical reporting with the diversionary program staff.
- Work closely with the Director of Operations in ensuring the smooth delivery of diversionary measures programming.
- Work closely with the Director of Operations in regards to case management, program development and promotion of service.
- Develop partnerships and service agreements with community based agencies willing to accept clients who are required to complete community service hours.
- Facilitate orientation and supervision of placement students.
- Maintain cooperative working relationships with other service providers, community groups and funders.
- Maintain current knowledge of trends affecting service delivery/front-line services and report on any trending patterns identified.
- Attendance at monthly staff meetings and bi-monthly case management meetings of counsellors as well as at professional development functions, including non-violent crisis

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intervention training, CPR and First Aid training and Suicide Prevention and Intervention training annually.

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

## **Qualifications:**

- Knowledge of and experience working within a feminist framework.
- Criminology degree, Social Work or equivalent qualifications or experience.
- Specialized expertise in the criminal justice system and the use of community based responses to hold clients accountable.
- Demonstrated knowledge of legal terminology and the criminal court process.
- Ability to exercise sound judgment and logic in determining appropriate sanctions.
- Extensive knowledge of the range of community and criminal justice services, as well as an understanding of the principles of proportionality and reparation.
- Prior experience working with diversionary-measures programs.
- Experience working with communities who face multiple barriers such as poverty, discrimination criminalization, addiction and mental health issues.
- Experience in community and program development and evaluation.
- Ability to work in a fast paced environment and meet deadlines on a daily basis.
- Demonstrated organizational and time management skills including the ability to work independently with minimal direction and as part of a team.
- Excellent interpersonal and crisis intervention skills.
- Excellent writing skills, record keeping and experience with reporting to funders.
- Experience working with men and women in conflict with the law.
- Knowledge of community resources.
- Extensive interviewing and counselling skills.
- Ability to use Microsoft and excel software.
- Must successfully complete a criminal record check.
- Must be able to facilitate interviews in both French and English.

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. This position currently pays \$14.00 an hour in accordance with the Canada Summer Jobs Program.

The deadline for applications is May 17<sup>th</sup>, 2019 at 12:00 pm. We thank all candidates for their interest but only those invited to an interview will be contacted. Please send a resume and cover letter, electronically to:

Attention to April Bissonnette, Acting Director of Operations  
Care of: [careers@efryottawa.com](mailto:careers@efryottawa.com)

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