



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.

J.F. NORWOOD HOUSE
Residential and Community Support Worker
Part-time – Weekends

JF Norwood House is Elizabeth Fry's transitional housing program. We offer fifteen women a supportive living environment with accommodations for families. JF Norwood House is also a Community Residential Facility, and provides a space for women who are on Day Parole, Full Parole or Statutory Release. We also provide accommodation for women serving provincial sentences.

Responsibilities:

- Promote and maintain the mission, vision and values of the Elizabeth Fry Society of Ottawa.
- Comply with the regulations of CRF facilities as prescribed by the Ministry of Community Safety and Correctional Services and the Correctional Service of Canada.
- Maintain cooperative working relationships with other service providers and funders.
- Provide primary counselling, resource referrals, crisis intervention, conflict resolution and support to all residents.
- Participate in the shift schedule rotation as part of our 24 hour staffing model; must be awake at all times when on shift and responsible for the monitoring and supervision of the residence. Part-time day and evening shifts are Saturday and Sunday 7:45 a.m. to 4:00 p.m. and 3:45 p.m. to 12:00 midnight. Part-time overnight shifts are Friday and Saturday 11:45 p.m. to 8:00 a.m.
- Assist in the overall security and maintenance of the residence.
- Be acquainted with each resident's individual program plan, identify needs, recommend changes in individual program plans and provide assistance that is consistent with the overall plan for each individual.
- Maintain accurate and up-to-date records and statistics regarding all aspects of service delivery when requested.
- Attend and participate in monthly staff meetings.
- Train volunteers to provide services as necessary.
- Other duties as assigned by the Assistant Manager of Residential Services, the Manager of Residential Services or the Executive Director.

Date of Revision:
July 2017



ELIZABETH FRY SOCIETY OF OTTAWA

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Qualifications:

- Understand the dynamics of criminalized women's behavior and to assess their needs and risks;
- Skills to counsel and form effective relationships and trust;
- Ability to intervene effectively in crisis situations;
- The ability to assist criminalized women in identifying and obtaining community services for their successful reintegration;
- The ability to assist criminalized women in identifying problems involved in their successful reintegration into the community;
- The ability to communicate effectively both orally and in writing;
- Awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues.
- Understanding of alcohol, drug use and related issues.
- Experience working with communities who face multiple barriers such as poverty, discrimination, criminalization and a lack of housing.
- Excellent organizational and time management skills, second language skills are an asset.
- Excellent interpersonal and crisis intervention skills.
- Skills in community development, advocacy and mediation.
- Ability to work flexible hours, including overnight shifts, weekends and holidays.
- Ability to work well independently.
- Must be able to pass security clearance.
- Post-secondary education in social sciences or equivalent combination of knowledge and experience.
- Valid First Aid/CPR certification.
- Bilingualism is an asset.

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 \$16.50 an hour. The deadline for applications is 21st, 2019 at 4:00p.m.

We thank all candidates for their interest but only those selected for an interview will be contacted. Please send a resume and cover letter, electronically only to: April Bissonnette – Manager of Residential Services c/o careers@efryottawa.com

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