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Join our Amazing E Fry Ottawa Team!

Community Liaison Worker – Ottawa-Carleton Detention Centre

The Elizabeth Fry Society of Ottawa is a not-for-profit, feminist community agency offering programs and services to women and men in conflict with the law. Our Community Liaison Worker provides support services to adult women at the Ottawa-Carleton Detention Centre (OCDC) aimed at connecting adult women to community-based services to assist with the reintegration process. The Community Liaison Worker is a position in a unionized organization.

Job title: Community Liaison Worker
Reports to: Manager, Community Programs and Services
Hours: 37.5 hours/week
Language: Bilingual Imperative (English and French)
Salary: \$20.27/hour

Note that this is six-month contract position.

Core Responsibilities

Our Community Liaison Worker provides assistance, support and advocacy to adult women at the Ottawa-Carleton Detention Centre (OCDC).

Intake and Assessment

- Complete intakes and assessment to support clients in OCDC using E Fry Ottawa tools
- In consultation with the E Fry Ottawa Housing Team, administer the Service Prioritization Decision Assistance tool (SPDAT) with clients who are experiencing housing instability
- In consultation with E Fry Ottawa's Mental Health and Addictions Counsellor, liaise with community service providers to identify and prioritize clients interested in treatment and make appropriate referrals

Release/Discharge Support

- Provide reintegration supports to women on remand
- Work collaboratively with other E Fry Ottawa staff to offer pre-release planning, supportive counselling and access to our other programs and services
- Assist clients with applications for release to E Fry Ottawa residence (JF Norwood House and/or Lotus House) as appropriate
- Assist clients to access community-based programs, including mental health and substance use treatment providers, health care providers, housing and other social supports
- Using a strength-based, trauma-informed approach, engage clients in identifying their strengths to overcome barriers upon release

Ongoing support

- Assist clients to connect with community supports, including lawyers, family and friends while ensuring compliance with court orders
- Assist clients to secure supports to help them understand and navigate the criminal justice system
- Assist clients to access community supports and services to ensure successful transition back into the community
- Provide information, assistance and referrals for health, social, economic and behavioural needs
- Support clients to access employment, educational and volunteer opportunities that promote self-sufficiency, independence and community integration
- Maintain effective liaison with other agencies, professionals and the community in order to contribute to the success of the client's reintegration and rehabilitation goals
- Advocate for clients

Other responsibilities

- Collaborate with other community agencies to share information, problem solve, identify emerging issues and trends, and coordinate services
- Complete ongoing reporting to meet requirements of the funder (Ministry of the Solicitor General) and E Fry Ottawa
- Participate in case management meetings and other meetings as required
- Complete other duties that may be assigned by the Manager, Community Programs and Services.

All E Fry Ottawa staff are responsible for promoting and delivering on the mission, vision and values of our organization.

Qualifications

Required education and experience

- Degree in social services, criminal justice or another related field. An equivalent combination of knowledge and experience may be considered.
- A minimum of (1) year experience working with marginalized women and/or communities involved in the criminal justice system
- Experience using the SPDAT range of assessment and case management tools or willingness to be trained to use these tools

Required knowledge, capacity and commitment

- A solid understanding of factors that contribute to women's involvement in the justice system
- An understanding of mental health and addiction issues, including knowledge of harm reduction strategies
- An awareness of and commitment to women's issues with a thorough understanding of racism, classism, sexism, homophobia, violence against women and transgender issues
- Excellent interpersonal skills and ability to establish and maintain trust relationships
- Knowledge of community service organizations to assist women with rehabilitation and reintegration, and ability to collaborate with diverse stakeholders
- Ability to successfully complete a security clearance and a criminal records check
- Strong motivational interviewing skills to support the creation and maintenance of case management plans

- Strong crisis management skills
- Ability to work in a highly stressful and ever-changing environment
- Excellent personal and professional boundaries and sound self-care practices
- High degree of resourcefulness, flexibility, and adaptability
- Strong organizational and reporting skills to meet funder requirements
- Excellent verbal and written communication skills in both English and French
- Valid First Aid/CPR and Non-Violent Crisis Intervention (NVCI) certification required within the first six months

The successful candidate will be required to pass a security clearance at the Protected B Level and to have an updated clear Criminal Record Check (for vulnerable populations)

Are you an ideal candidate?

In addition to the above requirements, some “great to have” qualifications include:

- You have a genuine interest in working with marginalized women with care and empathy.
- You have an awareness and commitment to women’s issues.
- You have your own transportation, as access to public transit is limited

Apply by 4:00 pm, November 20, 2020!

Please submit your resume and a cover letter to Diane Serré, Manager, Community Programs and Services, through careers@efryottawa.com

Tell us how you meet or exceed the above required and “great to have” qualifications.

We thank all who apply. Only those selected for an interview will be contacted.