



ELIZABETH FRY SOCIETY OF OTTAWA

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Join our Amazing E Fry Ottawa Team!

Coordinator of Volunteers & Court Support Worker

The Elizabeth Fry Society of Ottawa is a not-for-profit, feminist organizing offering community and residential programs and services to women and men in conflict with the law. Volunteers are integral to our work. This position recruits, trains and coordinates E Fry Ottawa volunteers, and works with E Fry Ottawa managers to coordinate volunteers who support clients at the Ottawa Court House, in the Ottawa-Carleton Detention Centre (OCDC), and in other E Fry Ottawa programs and services. As Court Support Worker, this position provides services to walk-in clients at the Ottawa Court House as needed replaces the Community Justice Worker in Ottawa and L'Orignal. This is a full-time position that involves occasional evening and weekend hours in a unionized environment.

Job title:	Coordinator of Volunteers & Court Support Worker
Reports to:	Manager of Community Engagement
Hours:	37.5 hours/week – some work required on evenings and weekends
Language:	Bilingual Required (English and French)
Salary:	\$20.27/hour as per collective agreement (negotiations for a renewed collective agreement have been initiated), plus benefits

Note that COVID-19 public health requirements continue to impact this position – some responsibilities have been temporarily shifted, as described in “Other Responsibilities and Duties,” below.

Core Responsibilities

Coordinator of Volunteers

- Actively recruit, screen and interview all E Fry Ottawa volunteers (including conducting reference checks and managing criminal record checks) and maintain a roster of 100 +/- volunteers
- Provide orientation and general training to all volunteers
- Coordinate and support volunteers providing court support and court accompaniment at the Ottawa Court House, and coordinate volunteers to assist women in cell block
- Collaborate with E Fry Ottawa managers to schedule volunteers for programs and services, and to monitor performance
- Engage and communicate regularly with volunteers and promote them to E Fry Ottawa managers

Court Support Worker

- Provide support to all individuals coming into the office at the Ottawa Court House as well as those being released from custody
- Deliver crisis intervention to individuals in need
- Maintain supply and track the distribution of bus tickets, snacks and personal items to clients
- Coordinate referrals for clients in need of urgent counselling and/or shelter
- Attend weekly Counsel pre-trial meetings for Mental Health Court
- As required, provide back-up support to our Community Justice Workers in Ottawa and L'Orignal, Ontario

- Work to ensure clients have access to adequate supports upon release including but not limited to emotional support, help collecting belongings from OCDC, referral to community supports in their home community and/or services offered by the Elizabeth Fry Society of Ottawa

Other responsibilities and duties

- Collect program statistics (Volunteer and Court Support programs) and report regularly to the Manager of Community Engagement to support program excellence and funder requirements
- Supervise placement students assigned to volunteer and court support programs
- Attend community functions to promote the Elizabeth Fry Society of Ottawa and the volunteer program
- Attend monthly staff meetings
- Promote the mission, vision and values of E Fry Ottawa in all internal and external initiatives
- Other duties as may be assigned by the Manager of Community Engagement and/or the Executive Director – including, but not limited to, supporting social media efforts, contributing to research in support of programming and/or funding proposals, supporting program staff with various programs.

Qualifications

Required education and experience

- Experience and/or education equivalent to a post-secondary degree in criminology
- At least two years of front-line experience working with people involved in the adult justice system
- At least one year of experience managing a volunteer program
- Experience with the collection of statistical data and writing reports

Required knowledge, capacity and commitment

- Excellent written and oral communication and interpersonal skill, including the capacity to engage and support volunteers and clients, and to and de-escalate conflict
- Effective time management skills and ability to work independently
- A sound understanding of Ontario’s legal justice system and knowledge of local social services and community resources
- Ability to apply feminist analysis and an awareness of and commitment to issues facing women and other marginalized populations in the justice system (including mental health issues, racism, homophobia, violence against women and transgender issues)
- Valid First Aid/CPR, an updated Criminal Record Check
- Valid driver’s licence, as well as access to a vehicle (for occasional travel to L’Orignal)

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 skill and empathy
- You love working with volunteers
- Variety and a fast-paced environment call you to work every day!

Apply by noon, July 28!

Please submit your résumé and a cover letter to Jenna Spagnoli, Manager of Community Engagement, 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.