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***Join our Amazing E Fry Ottawa Team!***

## **Mother and Child Program Coordinator**

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. The work of our Mother and Child Program Coordinator is aimed at reducing barriers for women and providing a supportive environment that promotes stability and continuity for the mother-child relationship. The Mother and Child and Program Coordinator is a full-time a position in a unionized organization.

Job title: Mother and Child Program Coordinator  
Reports to: Manager, Community Programs and Services  
Hours: 37.5 hours/week  
Language: English Essential (**Bilingual Preferred**)  
Salary: \$20.27/ as per collective agreement (**negotiations for a renewed collective agreement have been initiated**), plus benefits

### **Core Responsibilities**

The Mother and Child Program Coordinator provides a safe and supportive place where mothers can experience new learning opportunities, overcome barriers, build positive relationships, and develop confidence and skills toward successful reintegration into the community. This position delivers our Parenting Inside Out Program. It requires mostly daytime work and includes some evening and weekend work.

### **Intake and Assessment**

- Liaise with our Community Liaison Worker at the Ottawa-Carleton Detention Centre (OCD) and our other Community and Residential staff to identify clients that require supports with child-parent relationships post-imprisonment
- Liaise with community service providers to identify and prioritize clients that require child-parent reunification supports and advocacy
- Administer agency intake and assessment tools as required to support clients

### **Coordination of Parenting Program**

- Provide a trauma-informed, client-centered safe supportive environment for participants
- Facilitate the Parenting Inside Out® program and ensure program fidelity by using a standardized curriculum and delivery model
- Plan, review, and prepare program materials necessary for group sessions
- Be well-informed of other supports and community resources to provide program-related information to participants
- Assist in the evaluation of participants success and evaluate program effectiveness

- Maintain contact with participants between sessions to provide follow-up support if necessary
- Encourage and support the mother in their parenting role in a non-intrusive/non-interventionist manner
- Be the primary point of contact for mothers in the Parenting Inside Out® program concerning parenting needs and be responsible for assisting and supporting the mother to maintain a relationship with their child
- Provide ongoing community liaison and promotion of the Parenting Inside Out® program to professionals and community agencies

### Ongoing Supports

- Assist clients to access resources in the community to support their reintegration, promote healthy living/lifestyles or provide long-term support, if required, including making connections to the LGBTQ2+ and Indigenous communities
- Provide information/and or support to mothers regarding parenting and meeting parental responsibilities
- Provide a supportive environment for children to learn, play and bond with their mother
- Coordinate and/or facilitate the mother's interactions and involvement with family, child welfare agencies, lawyers, and family court to ensure that parental and/or legal responsibilities are met and that the best interest of the child remains paramount
- Assist clients with securing income benefits, transportation needs and identification needs
- Assist clients in problem solving and crisis intervention in relation to accessing their child(ren) after separation
- Assist clients to access employment, educational and volunteer opportunities that promote self-sufficiency, independence, and community integration
- Work in partnership with individuals, families, and communities to strengthen client's community reintegration

### Other responsibilities

The Mother and Child Program Coordinator collaborates with other community agencies to share information, problem solve, identify emerging issues and trends, and coordinate services. The position requires ongoing reporting to the funder (Ontario Trillium Foundation) and E Fry Ottawa. The Coordinator participates in case conferencing and other meetings as required. The Coordinator assists in the development of procedures and guidelines for the Child and Family Centre and carries out 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

- Experience and/or education equivalent to a post-secondary degree in social services/human services, criminal justice, or a related field
- Minimum 2 years experience engaging and collaborating with vulnerable populations, specifically women who are involved in the justice system
- An understanding of mental health and addiction issues, including knowledge of harm reduction strategies

- Experience recognizing and responding to women experiencing homelessness with gendered and trauma-informed care
- Valid First Aid/CPR, Non-Violent Crisis Intervention (NVCi) and ASIST certification considered an asset
- Valid driver's license and clean driver's abstract considered an asset

**Required Knowledge, Capacity and Commitment**

- A demonstrated understanding of factors that contribute to women's involvement in the justice system
- A demonstrated understanding of the factors that shape parent-child reunification after a parent is released from prison
- An understanding of a wide variety of topics in the field of family life education, including child development, attachment theory, compassionate communication and self-care
- Excellent interpersonal skills and ability to engage with and establish trust relationships
- Strong Motivational Interviewing skills to support the creation and maintenance of case management plans
- Strong crisis management skills
- Strong organizational and reporting skills to meet funder requirements
- Excellent verbal and written communication skills
- Have access to a reliable vehicle considered an asset (with appropriate insurance), and be willing and able to transport clients to appointments and meetings

**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)**

<p><b>Are you an ideal candidate?</b></p> <p><b>In addition to the above requirements, some "great to have" qualifications include:</b></p> <ul style="list-style-type: none"> <li>▪ You have a genuine interest in working with marginalized women with care and empathy.</li> <li>▪ You have an awareness and commitment to women's issues.</li> </ul>	<p><b>Apply by 4:00 pm, July 28, 2021!</b></p> <p>Please submit your resume and a cover letter to Diane Serré, Manager, Community Programs and Services, through <a href="mailto:careers@efryottawa.com">careers@efryottawa.com</a></p> <p><b><i>Tell us how you meet or exceed the above required and "great to have" qualifications.</i></b></p>
<p><b>We thank all who apply. Only those selected for an interview will be contacted.</b></p>	