



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

**Community Justice Worker / Program Facilitator**

**Please apply by: Wednesday November 2, 2022**

<b>Job title:</b>	Community Justice Worker / Program Facilitator
<b>Reports to:</b>	Manager, Community Programs and Services
<b>Hours:</b>	37.5 hours/week
<b>Language:</b>	Bilingual Imperative – French and English (candidates will be required to demonstrate that they meet the language requirements)
<b>Salary:</b>	\$21.61 plus benefits

To protect vulnerable clients and staff, the successful candidate will be required to provide proof of full vaccination against COVID-19 as per our immunization policy. The successful candidate will be required to provide an updated Criminal Record Check (for vulnerable sector).

## Welcome!

E Fry Ottawa is committed to employment equity, actively seeks diversity in the workplace, and welcomes and encourages applications from members of equity seeking groups including women, transgender, non-binary, and LGBTQ+ individuals, First Nations, Métis and Inuit individuals, persons with disabilities and members of racialized and marginalized groups.

## About E Fry Ottawa

The Elizabeth Fry Society of Ottawa is a not-for-profit community agency that supports and advocates for women, gender-diverse people and men impacted by the justice system. We provide a diverse array of community-based and residential programming. Our work is aimed at reducing harm and oppression, supporting people to overcome barriers to reintegration, and empowering them to build a life of stability and resiliency. We are a feminist organization committed to working from a human rights and anti-oppression perspective, recognizing systemic barriers that lead to marginalization. We work with trauma-informed, person-centred principles to promote a respectful, diverse, and inclusive environment that promotes healing, recovery, and successful reintegration. E Fry Ottawa is a unionized workplace.

### Our Community Justice Worker...

- Oversees the disposition of Court Diversion files at the L'Orignal Courthouse in collaboration with the Crown Attorney and the accused to determine, implement and monitor sanctions
- Facilitates community-based Diversion Programs to clients participating in the Direct Accountability Program (DAP) in Ottawa and L'Orignal
- Works with accused adults who have committed low-level criminal offences and who meet diversion criteria as specified by the Ministry
- Provides court support at the Ottawa Courthouse to individuals accessing the Elizabeth Fry Society of Ottawa office

**This position involves travel (by car) to the Champlain Township in eastern Ontario. Valid driver's license and access to a reliable vehicle considered an asset. A clean driver's abstract is required to access agency vehicle.**

## Core Responsibilities

### Court Support / Ottawa and L'Original

- Attend L'Original Court (conducted in French) on a weekly basis and receive referrals for diversion from the Crown Attorney's office for accused adults who have been charged with a Provincial Class I presumptively eligible offences or low-level Class II offences.
- Work collaboratively with referring CJWs, Crown Attorneys, Duty Counsel, Defence Counsel, DAP clients and other significant stakeholders within the Criminal Justice system.
- Provide individual assessments for DAP clients to determine appropriate community-based sanctions(s) to address the charges and prepare a written agreement outlining the agreed upon sanction(s).
- Monitor client compliance with community-based sanctions.
- Complete administrative paperwork as required.
- 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.
- Provide support at the Ottawa Courthouse to individuals with court matters and/or being released and ensure clients have access to community services including but not limited to transportation, collecting belongings from OCDC, shelter placements and referrals to community supports and services.
- Provide coverage to Community Justice Worker, Direct Accountability Program at the Ottawa Courthouse.

### Program Facilitation

- Deliver programming to adult women and men referred through the Direct Accountability Program. The programming options include Alcohol and Drug Awareness, Anger Management and Theft Prevention. Program scheduling includes daytime and evening availability.
- Ensure material presented is empowering and individual needs are considered in the presentation of skills development.
- Maintain accurate records and case notes of client's attendance, participation, and progress
- Provide on-going assistance, feedback, and support to participants consistent with their goals and determinants of success.
- Provide resource referrals, crisis intervention, conflict resolution to group participants.
- Provide completion reports in a time-efficient manner to referring Community Justice Worker and/or Crown Attorney.

### Ongoing supports/responsibilities

- Attend and represent the Elizabeth Fry Society of Ottawa at designated MAG meetings and or required MAG training.
- Maintain cooperative working relationship with other service providers, community agencies and funders.
- Oversee the monthly statistical reporting to the Ministry of the Attorney General.
- Make referrals to appropriate community resources and assist clients with their specific needs (i.e., addiction and mental health supports).
- Assist in supervision of students/volunteers from time to time.
- Attend and participate in staff meetings and professional development sessions as required.

### Other responsibilities

The Community Justice Worker will collaborate with other community agencies and stakeholders to share information, problem solve, identify emergency issues, analyze data, and coordinate services. The position requires ongoing reporting on the progress of the Direct Accountability Program to the Ministry of the Attorney General (MAG) and E Fry Ottawa. The Manager, Community Programs and Services may assign other duties. 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 work, criminal justice, or a related field.
- Minimum of two (2) years experience engaging and collaborating with vulnerable populations who are involved in the criminal justice system.
- Experience in the delivery of structural and strength-based programming.
- Experience working with communities who face multiple barriers such as poverty, discrimination criminalization, addiction, and mental health challenges.
- Have an updated clear Criminal Record Check working with a vulnerable population.
- Valid First Aid/CPR, Non-Violent Crisis Intervention (NVC) and ASIST certification considered an asset.

### Required knowledge, capacity, and commitment

- A demonstrated understanding of the criminal justice system, legal terminology, and court processes.
- A demonstrated understanding of the causes of theft, particularly shoplifting, and associated triggers.
- Excellent interpersonal skills and ability to engage with clients to complete programming.
- Excellent written and communication skills in both French and English (bilingual imperative).
- Demonstrated organizational, leadership and time management skills including the ability to work independently and as part of a team.
- Ability to exercise sound judgment and logic in determining appropriate sanctions.
- Strong interpersonal skills which include resolution/de-escalation experience.
- Extensive knowledge of the range of community and criminal justice services, as well as an understanding of the principles of proportionality and reparation.
- Understanding of social factors which contribute to the criminalization of marginalized populations.
- Strong organizational and reporting skills to meet funder requirements.
- Knowledge of current trends affecting service delivery and report on trending patterns identified.
- Have ownership of a vehicle and/or ability to be mobile to accommodate meetings in the community.

**Please submit your cover letter and resume to Diane Serré, Manager, Community Programs and Services at [careers@efryottawa.com](mailto:careers@efryottawa.com) by 4:00pm, Wednesday November 2, 2022.**

**We thank all applicants who express an interest – only those selected for an interview will be contacted.**