



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

**Community Liaison Worker – Ottawa-Carleton Detention Centre**

**Please apply by: Friday November 11, 2022**

<b>Job title:</b>	Community Liaison Worker – Ottawa-Carleton Detention Centre (OCDC)
<b>Reports to:</b>	Manager, Community Programs and Services
<b>Hours:</b>	30 to 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 (non-negotiable – unionized workplace)

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.

### Our Community Liaison Worker...

- Provides support, advocacy, and assistance with community reintegration to adult women and gender-diverse folks at the Ottawa-Carleton Detention Centre (OCDC)
- Assesses client's needs, identifies resources, coordinates discharge plans and facilitates referrals
- Is client focused and fosters an environment of respect and dignity

## Core Responsibilities

### Intake and Assessment

- Complete intakes and assessments 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 Community Counsellors, consult with community service providers to identify and prioritize clients interested in treatment and make appropriate referrals.
- Complete administrative paperwork as required.

### Release/Discharge Support

- Work collaboratively with other E Fry Ottawa staff to offer pre-release planning, supportive counselling and access to E Fry programs and services
- Assist clients with applications for release to E Fry Ottawa residences (JF Norwood House, Lotus House, and Safe Bridge) 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 supports/responsibilities

- Attend and represent the Elizabeth Fry Society at weekly FIRM meetings and provide case management input to correctional staff at OCDC
- Keep up-to-date and accurate records (including logs, records, and statistical data) in accordance with the organization's mandate and the requirements of the detention centre.
- Assist clients to connect with community supports, including lawyers, family and friends while ensuring compliance with court orders
- Maintain effective liaison with other agencies, professionals, and the community to contribute to the success of the client's reintegration and rehabilitation goals

### 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.
- Promote and deliver on the mission, vision, and values of the 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 one (1) year experience engaging and collaborating with vulnerable populations; specifically, women and gender-diverse folks who are involved in the criminal justice system.
- Experience using a range of assessment and case management tools or willingness to be trained to use these tools.
- 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 (NVCI) and ASIST certification considered an asset.

### **Required knowledge, capacity, and commitment**

- A solid understanding and knowledge of the criminal justice system
- A solid understanding of social factors which contribute to the criminalization of marginalized populations.
- An understanding of mental health and addiction issues, including knowledge of harm reduction strategies
- Ability to cope with challenging situations and clients where there is the potential for confrontation, aggression and/or exposure to violence
- Strong interpersonal skills and crisis management skills which include resolution/de-escalation experience.
- Knowledge of community service organizations to assist clients with rehabilitation and reintegration, and ability to collaborate with diverse stakeholders
- Strong motivational interviewing skills to support the creation of a release plan
- Excellent personal and professional boundaries and sound self-care practices
- High degree of resourcefulness, flexibility, and adaptability
- Excellent verbal and written communication skills in both English and French
- Demonstrated organizational, leadership and time management skills including the ability to work independently and as part of a team.

**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, Friday November 11, 2022.**

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