



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

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

**Interviews starting July 20, 2023**

**Job title:** Community Liaison Worker – Ottawa-Carleton Detention Centre (OCDC)  
**Reports to:** Manager, Community Programs and Services  
**Hours:** 30 hours/week  
**Language:** Bilingual Preferred  
**Salary:** \$22.15 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 sectors).

## 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-centered 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 the 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 resources, including legal professionals, friends, and family 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 the 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 of 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 marginalized communities who face multiple barriers such as poverty, discrimination, criminalization, substance dependence, 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 are 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 substance dependence 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 [diane.serre@efryottawa.com](mailto:diane.serre@efryottawa.com)

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