



## **Community Justice Worker (l'Original) / Program Facilitator**

<b>Job title:</b>	Community Justice Worker (l'Original) / 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>	\$23.96 plus benefits (salary non-negotiable – unionized environment)

### **About the Organization**

The Elizabeth Fry Society of Ottawa is a not-for-profit charitable community agency that supports and advocates for women and gender-diverse people impacted by the justice system. 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.

### **About the Role**

The Community Justice Worker (l'Original) oversees the disposition of Court Diversion files at the l'Original Courthouse in collaboration with the Crown Attorney and the accused to determine, implement, and monitor sanctions. They facilitate community-based diversion programs for clients participating in the Direct Accountability Program (DAP) in Ottawa and l'Original. They work with accused adults who have committed low-level criminal offences and who meet diversion criteria as specified by the Ministry. They also provide court support at the Ottawa Courthouse to individuals accessing the Elizabeth Fry Society of Ottawa office.

### **Core Responsibilities**

#### **Court Support / Ottawa and l'Original**

- Attend l'Original Court (conducted in French and English – and currently virtually) on a weekly or bi-weekly basis and receive referrals for diversion from the Crown Attorney's office for accused adults who have been charged with Provincial Class I presumptively eligible offences or low-level Class II offences.
- Work collaboratively with referring Community Justice Workers, Crown Attorneys, Duty Counsel, Defence Counsel, Direct Accountability Program participants, and other significant stakeholders within the Criminal Justice system.
- Provide individual assessments for Direct Accountability participants to determine appropriate community-based sanctions(s) to address the charges and prepare a written agreement outlining the sanction(s).
- Monitor program participants' 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 coverage for the Community Justice Worker/Coordinator of Diversion (Ottawa).

### **Program Facilitation**

- Deliver programming to women, men, and gender-diverse people 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 program material is empowering and takes into consideration individual needs .
- Maintain accurate records and case notes of each client’s attendance, participation, and progress.
- Provide ongoing assistance, feedback, and support to participants consistent with their goals and determinants of success.
- Provide resource referrals, crisis intervention, and 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 Ministry of the Attorney General (MAG) meetings and or required MAG training.
- Maintain cooperative working relationships with other service providers, community agencies, and funders.
- Provide input into the monthly statistical reporting to MAG.
- Make referrals to appropriate community resources and assist clients with their specific needs (i.e., addiction and mental health supports).
- Assist in the 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 (l’Original) 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 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 and Non-Violent Crisis Intervention (NVCi)

### **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 that 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.

### **Workplace Conditions**

This full-time position is a daytime weekday role, with occasional evening work required. Location of work is the Ottawa Courthouse (161 Elgin St.), with occasional attendance required at the main office (211 Bronson Ave).

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.

### **Interviews start the week of April 21, 2025**

To apply, please send a résumé and a cover letter to [careers@efryottawa.com](mailto:careers@efryottawa.com).