



Community Justice Worker/Coordinator of Diversion (Ottawa)

Job title: Community Justice Worker/Coordinator of Diversion (Ottawa)
Reports to: Manager, Community Programs
Hours: 37.5 hours/week
Language: Bilingual imperative
Term: Permanent position
Salary: \$25.76 plus benefits (unionized workplace)

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/Coordinator of Diversion (Ottawa) oversees the disposition of Court Diversion files at the Ottawa Court House for Post-Charge Diversion and Pre-Charge Diversion through the Ottawa Police Service. The Community Justice Worker/Coordinator of Diversion (Ottawa) works with accused adults who have committed low-level criminal offences and who meet Diversion criteria as specified by the Ministry of the Attorney General and the Ottawa Police Service (OPS).

Core Responsibilities

- Accept referrals directly at the Courthouse and meet with clients following Crown screening.
- Interview and assess clients to determine appropriate response(s) to address the charges and prepare a written agreement outlining the agreed upon sanction(s).
- Engage with the Crown, OPS, and victims, where appropriate, for input to assess appropriate restitution.
- Coordinate payments of restitution to the victim and/or reparation to the community in the form of community service work or charitable donations to community organizations.
- Make referrals to a range of short-term community-based programs and services, particularly those that address some of the factors and/or circumstances that may have contributed to the client's involvement in the criminal justice system: such as counselling, mental health services, employment skills, theft prevention, anger management, and substance abuse.
- Prepare court updates for the Crown Attorney (daily) and for OPS (on completion).
- Update and maintain required statistical databases on client referrals, progress, and completion.
- Work closely with the local Crown Attorney to monitor the program's process and protocols for referrals to the Community Justice Worker/Coordinator of Diversion and for the client participation in community justice initiatives.

- Oversee the referral of diversion files to appropriate program staff at the Elizabeth Fry Society of Ottawa and the John Howard Society of Ottawa.
- Engage in case management with program staff to support client progress, completion, and, if required, removal from the program.
- Engage in weekly case management with the OPS to discuss program referrals.
- Develop partnerships and service agreements with community-based agencies willing to accept clients who are required to complete community service hours.

Other responsibilities

- Facilitate orientation and supervision of placement students.
- Update the policy and procedures manual on an on-going basis.
- Support management to prepare program reports to submit to the funder.
- Promote and deliver on the mission, vision, and values of E Fry Ottawa.
- Other duties as assigned by management.

Qualifications

Required education and experience

- Experience and/or education equivalent to a post-secondary degree in criminology, social work, or a related relevant field.
- Minimum of two (2) years experience working with men, women, and gender-diverse individuals involved in the criminal justice system.
- Experience working with diversionary-measures programs.
- Experience working with people who face multiple barriers such as poverty, discrimination criminalization, addiction and mental health issues.

Required knowledge, capacity and commitment

- Demonstrated knowledge of legal terminology and the criminal court process.
- Superior interviewing and therapeutic listening skills.
- Ability to exercise sound judgment and logic in determining appropriate sanctions.
- Ability to work in a fast-paced environment and meet deadlines on a daily basis.
- Demonstrated organizational and time management skills including the ability to work independently with minimal direction and as part of a team.
- Excellent interpersonal and crisis intervention skills.
- Excellent writing and record keeping skills.
- Extensive knowledge of community and criminal justice services, as well as an understanding of the principles of proportionality and reparation.
- Commitment to and experience working within a feminist framework.
- Ability to use Microsoft software.
- Must successfully pass a criminal record check.
- Must be able to facilitate interviews in both French and English.

Workplace Conditions

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

Interviews will begin the week of July 28, 2025

To apply, please send a resume and cover letter to careers@efryottawa.com with “Community Justice Worker” as the subject.