

Job posting

Job Title: Mental Health Advocacy Worker

Posting Date: April 15, 2021

The John Howard Society of Windsor-Essex County (the Society) is an organization of citizens who accept responsibility for understanding and dealing with the problems of crime and the criminal justice system. The John Howard Society is a not-for-profit organization with a mission to promote *effective, just and humane responses to crime and its causes*. The Society has been providing a broad range of evidence-based and outcome-driven community services in Windsor-Essex County for 68 years. Our organization has a strong history of helping individuals and families who are at risk of, or who have come into conflict with the law.

Job Summary:

1 position is available in Windsor, Ontario. This is a full time position; 35 hours per week commencing as soon as possible. This position will be responsible for mental health advocacy and support to the clients of the Bail Verification and Supervision program.

Qualifications:

- A university degree in the social Sciences
- Experience in advocacy and crisis intervention
- Knowledge of community resources
- Ability to articulate criminal and social justice issues
- Excellent written and verbal communication skills
- Self-motivated with strong organizational and interpersonal skills
- Proven ability to work with individuals from cultural, ethnic and sexually diverse backgrounds
- Flexible to work some evenings when required
- Valid driver's license and have own reliable vehicle
- Excellent computer skills

- Criminal record check is required
- Bilingual skills in French language an asset

Responsibilities:

- Attend court as a representative of the John Howard Society's Bail Program
- Develop and maintain cooperative working relationships with court officials and stakeholders
- Identify and seek referral of bail clients who are in need of mental health advocacy and support services
- Liaise with police, court officials and service providers to support these bail clients
- Provide referral to other services to address client needs
- Maintain case recording of all contacts made with the clients and other agencies on their behalf
- Travel to Chatham court house to provide services as required
- Provide crisis intervention and enhanced mental health support to bail clients as required
- Ensure adherence to the Ministry's policies and procedures
- Prepare and complete weekly/monthly statistical reports
- Work cooperatively with other staff of the agency
- Must be willing to work some evenings as required

Application Deadline: April 23, 2021 by 4:30 PM

Send a resume and cover letter to the attention of

Stephanie Keyes, Executive Director at careers@jhswindsor.com

Please put in the subject line: Mental Health Advocacy Worker

Thank you in advance for your interest in this position. Only candidates selected for an interview will be contacted.

JOB Description

Mental Health Advocacy Worker

Major Area of Responsibility: Intake, Crisis Intervention and Support Services.

Duties:

- Provide intake and mental health advocacy to the John Howard Society Bail clients
- Provide crisis intervention, case management and follow up to clients as needed
- Receive referrals of clients for mental health advocacy
- Maintain case recordings of all contacts made with clients and other agencies on clients behalf
- Provide risk assessments and develop intervention plans
- Select interventions that are sensitive to ethnic, racial, cultural, sexual orientation and financial backgrounds
- Organize or participate in case conferences as required
- Advocate on behalf of JHS clients to access resources as required
- Make referrals to community resources and community agencies
- Meet with family members as required
- Produce case recordings of work on behalf of clients
- Attend court as a representative of the John Howard Society and uphold agency's reputation of integrity, fairness and efficiency
- Monitor clients' bail conditions according to Ministry/program standards
- Facilitate and develop agency programs as assigned

Area of Responsibility: Community Development/Community Education

Duties:

- Attend networking and/or area service meetings to educate service providers about John Howard Society services when needed
- Participate in development of initiatives with other service providers to educate the community about the society's services or to enhance the profile in the community
- Maintain and develop ongoing collaborative working relationships with community service providers and their agencies
- Update promotional materials and pamphlets regarding the service being provided in the program on a regular basis

Area of Responsibility: Administration**Duties:**

- Prepare and complete statistical reports, work plans, outcome evaluation, and any other reports as required by the Ministry of the Attorney General and the John Howard Society of Windsor-Essex County.
- Provide information for client data base in a timely manner
- Participate in staff meetings and peer group supervision as required
- Maintain a current curriculum vitae and job description

Accountability:

Accountable to: Stephanie Keyes, Executive Director
and the Bail Program Coordinator

NOTE: Additional roles and responsibilities may be assigned to the worker by the Executive Director as required.