

Job Posting for Bail Program Coordinator

The John Howard Society of Windsor-Essex County is a not for profit organization with a Mission to promote effective, just and humane responses to crime and it's causes. The society was established in 1949 and serves individuals (including youth) in conflict with the law, those who are at risk of involvement with the law, and family members. It provides services in a continuum of care from prevention through aftercare.

The Society invites applications for the full time position of Bail Program Coordinator. Preferably, qualified applicants will have a post-graduate degree in social sciences, criminology, or a related field. At a minimum, applicants will possess a Bachelor's degree in the social sciences. The ability to articulate criminal justice and social issues is required, as is knowledge of the criminal justice system and its processes. The successful candidate shall also provide front-line services to the clients and attend the Windsor and Chatham court when required.

Key competencies include the following:

- * Proven leadership abilities**
- * Excellent communication, presentation and interpersonal skills**
- * Ability to oversee all aspects of the Bail Verification and Supervision Program**
- * Excellent Statistical and data entry skills**
- * Report and proposal writing skills**
- * Program evaluation skills**
- * Decision making and problem solving skills**
- * Ability to engage and work effectively with Criminal Lawyers, Crown Attorneys, Justice of the Peace and other court staff**
- * Skill in building community relationships**
- * competent computer skills**
- * Program facilitation skills**
- * Bilingual skills in the French language a definite asset**

Interested persons should forward their resume and cover letter to

Stephanie Keyes, Executive Director at careers@jhswindsor.com

Closing date for applications is April 23, 2021

Candidates will not be contacted unless they are selected for an interview.

JOB DESCRIPTION

POSITION:

Bail Program Coordinator

Area of Responsibility:

Coordinate and Supervise the Bail Verification and Supervision Program in both Windsor-Essex County and Chatham.

Duties:

- The day to day management of the Bail Program**
- Supervise Bail Program Staff**
- Liaise with the Crown Attorney's Office, Criminal Lawyers, Justice of the Peace, the Police, the accused and any other appropriate stakeholders.**
- Attend meetings/deliver presentations in order to promote the bail program and other agency programs.**
- Ensure that all documentation is completed in accordance with the Standards of the Ministry of the Attorney General and the John Howard Society of Windsor-Essex County**
- Ensure that all case notes are current, legible, accurate and concise**
- Attend regular staff meetings to establish policies, resolve issues related to the operation of the Bail Program.**
- Author an annual report on the Bail Program**
- Ensure that all statistical reporting is accurate and reported to the Ministry of the Attorney General in a timely fashion.**

- Ensure compliance with the Standards and Procedures Manual of the Bail Verification and Supervision Program.
- Travel to the Chatham Bail Program as required
- Supervise staff and manage the office in the absence of the Executive Director.
- Any other duties as assigned by the Executive Director.

REPORTING RELATIONSHIP: The Executive Director

THIS JOB DESCRIPTION MAY BE AMENDED AT ANY TIME AS PROGRAM NEEDS/CHANGES DICTATE.