

Job posting

Job Title: Caseworker

Posting Date: April 23, 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 over 70 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 caseworker position is available in Windsor, Ontario. This is a full-time position; 35 hours per week commencing on May 10, 2021. The successful candidate shall provide front-line services to Bail Verification and Supervision Program (BVSP) clients, attend Windsor and Chatham court, and provide case management services to clients referred by CBSA to the Community Case Management and Supervision Program.

Qualifications:

- A university degree or college diploma 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.
- Valid driver's license and have own reliable vehicle.
- Excellent computer skills.
- Criminal record check is required.
- Undergo and pass an enhanced security check to obtain Reliability Status for the program.

(519) 252-3461

(519) 252-0439

info@jhswindsor.com

275 Oak St.
Windsor, ON, N9A 5E5





- 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.
- Ability to engage and work effectively with CBSA (Canada Border Service Agency) and John Howard Society of Canada (JHSC).
- Liaise with police, court officials and service providers to support bail clients and the CBSA Community Liaison Officer to support CCMS 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.
- Ensure adherence to BVSP, the CBSA and JHSW policies and procedures.
- Travel to Chatham BVSP office to provide services as required.
- Able to develop and deliver agency programs.
- Work cooperatively with other staff of the agency.
- Must be willing and able to work some evenings as required.

Application Deadline: April 30, 2020 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: Caseworker

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

Job Description

Position: Caseworker – Full Time (35 Hours per Week)

Primary Responsibilities

- Attend the Chatham and Windsor Court worksites* as a representative of the John Howard Society and uphold the agency's reputation of integrity, fairness and efficiency.
- Interview prospective candidates for Bail and the CCMS program (Chatham or Windsor).
- Verify information provided by potential clients.
- Obtain relevant information from the Police, Defence Lawyer and/or the Crown's Office.
- Communicate eligibility to the potential client, the lawyer, the Crown and other appropriate office (e.g. CBSA).
- Complete necessary program documentation.
- Access community resources when needed.
- Schedule regular appointments with clients.
- Complete assessments regarding risk/needs.
- Monitor client's bail/CBSA conditions according to Ministry/Program standards.
- Provide client with information regarding community and agency resources applicable to needs identified in the assessment.
- Complete all documentation according to the Standards of the Ministry, the CBSA and the John Howard Society.
- Maintain case recordings of all contacts made with clients and other agencies on client's behalf.
- Liaise with the program partners and attend meetings as required.
- Develop working relationships and linkages with other groups and agencies working in the courthouse (Chatham/Windsor).
- Interview prospective clients for the Community Case Management and Supervision Program (CCMS).
- Facilitate and develop agency programs as assigned.
- Provide information for client statistics in a timely manner.
- Participate in staff meetings and peer group supervision as required.
- **Any other duties to be assigned by the Executive Director and/or the Program Manager.**

**This position serves two main worksite locations in Chatham and Windsor. The Caseworker must have and maintain a reliable means of transportation.*

Reporting Relationships

The Executive Director
The Programs Manager

**THIS JOB DESCRIPTION MAY BE AMENDED AT ANY TIME
AS PROGRAM NEEDS/CHANGE DICTATE**

(519) 252-3461

(519) 252-0439

info@jhswindsor.com

275 Oak St.
Windsor, ON, N9A 5E5

