

COURT INTAKE WORKER (Full-Time Contract)

HOURS OF WORK: 35 hours per week

REPORTS TO: Program Coordinator

The function of this position is to facilitate the intake process at the Newmarket and Bradford courthouses. The primary function of the Court Intake Worker will be to work with clients at the courthouses who require support through the Direct Accountability Program (DAP), Partner Assault Response (PAR) Program, Federal Diversion, and Reintegration Services.

JOB DESCRIPTION:

- Complete individual intake assessments to determine program suitability and appropriate community-based sanctions and referrals
- Communicate with clients regarding program requirements, program dates, various court dates, etc.
- Liaise with Crown Attorneys, Duty Counsel, court staff, interpreters, community partners, private counsel, support workers, etc.
- Collect and process program fees, donations, and restitution payments
- Create, maintain and organize client files
- Support and record the progress of each client and prepare reports for court accordingly
- Assist in arranging community service work and/or referrals to community resources for clients who require support
- Maintain and respect professional boundaries with clients and coworkers
- Input statistical data and prepare monthly financial ledgers
- Adhere to agency and program policies and procedures
- Regularly attend staff/team meetings
- Complete staff training as directed

QUALIFICATIONS:

- Post-secondary education in a Human Services and/or Criminal Justice-related field or equivalent combination of experience and education
- Experience working with individuals and families involved with the criminal justice system
- Understanding of the barriers and factors leading to criminal justice involvement
- Strong interpersonal skills with the ability to actively listen and provide an empathic approach to client interaction

- Professional demeanor with strong rapport and relationship building skills
- Familiar with various community organizations and resources in York Region and South Simcoe, with the ability to seek out resources beyond these areas
- Experience working with diverse communities
- Strong sense of team cohesion and collaboration
- Highly organized with strong prioritization and multi-tasking skills
- Keen attention to detail
- Ability to work professionally under pressure and manage daily tasks in a fast-paced environment
- Ability to uphold and represent JHSYR's mission and core values
- Oral and written proficiency in English and French at the superior level is preferred
- Ability to speak another language is an asset

Please Note: The John Howard Society of York Region is an equal opportunity employer. We are particularly interested in encouraging qualified applicants from all communities that reflect the diversity of the people we serve. We are committed to a selection process and work environment that is inclusive and barrier free. We ask applicants to make any accommodation requests when contacted for an interview. The agency assesses all candidates in a fair and equitable manner.

To Apply: Interested applicants are encouraged to submit a resume and covering letter via email to Program Coordinator, Tricia Samaroo at tsamaroo@johnhoward.yorkregion.on.ca by **4:00pm on February 20, 2020.**