

# Job Posting

**Job Title: Bail Program Caseworker (Chatham/Windsor)**

**Posting Date: November 19, 2019**

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 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 position is available in Windsor/Chatham, Ontario. This is a full time position; 35 hours per week, Monday to Friday, commencing December 9, 2019. The successful candidate shall provide front-line services to clients and attend the Windsor and Chatham court when required. **Please note: this position serves two main worksite locations in Chatham and Windsor. This position will be scheduled to work at the Chatham worksite location 3-5 times per workweek, with the remaining days scheduled at the Windsor worksite location.**

## **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
- 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
- Ability to engage and work effectively with Criminal Lawyers, Crown Attorneys, Justice of the Peace and other court staff.
- 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 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: November 26, 2019 4:30PM**

**Send a resume and cover letter to the attention of**

**Stephanie Keyes, Executive Director, at [careers@jhswindsor.com](mailto:careers@jhswindsor.com)**

**Please put in the subject line: Bail Program Caseworker**

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

# Job Description

## Position: Bail Program 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 at the Courthouse (Chatham or Windsor)
- Verify information provided by the accused person
- Obtain relevant information from the Police, Defence Lawyer and/or the Crown's Office
- Communicate eligibility to the accused, the lawyer, the Crown and other appropriate office
- Complete the necessary documentation
- Access community resources when needed
- Schedule regular appointments with clients
- Complete assessments regarding risk/needs
- Monitor client's bail 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 and the John Howard Society
- Maintain case recordings of all contacts made with clients and other agencies on client's behalf
- Liaise with the project partners and attend meetings as required
- Develop working relationships and linkages with other groups and agencies working in the courthouse (Chatham/Windsor)
- 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 Coordinator**

*\*This position serves two main worksite locations in Chatham and Windsor. The Bail Caseworker must have and maintain a reliable means of transportation. This position will be scheduled to work at the Chatham worksite location 3-5 times per workweek, with the remaining days scheduled at the Windsor worksite location.*

### Reporting Relationships

The Executive Director  
The Bail Program Coordinator

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