



COURT WORKER/BAIL SUPERVISOR

Overview

Position: Permanent- Full time

Salary: \$40, 272.00 + Benefits, eligible for Pension after 2 years

Position Summary

The Court Worker/Bail Supervisor will be responsible for the supervision and case management of bail clients, as well as the court-based responsibilities described below. This position assess potential clients for suitability for the program and will provide service planning and support to individuals who are on bail and awaiting trial and disposition. It will address immediate needs and risk factors associated with being involved with the criminal justice system.

Duties and Responsibilities

Client Supervision and Case Management

- To provide information, counselling, and support to clients of the Bail Program.
- To provide emergency assistance to clients within the first few days or weeks of transition from charge/institution to the community
- Enforce the conditions of release
- Advocate for clients. Promote the development of more effective services through new initiatives or service improvements/enhancements

Court and Assessment Responsibilities

- Interview clients in the cellblock at court prior to court appearance
- Ensure client stays focused on the task at hand to obtain required information
- Complete standardized assessments to evaluate the client's risk and need areas, and to develop and implement an intervention plan to address those areas of need that are most strongly associated with criminal activity
- Maintain knowledge of and assist clients with referrals to appropriate community service agencies and educational/vocational programs

Programming and Services

- Respond to needs of clients and co-ordinate required services
- Provide clients with social service connections needed to obtain identification, OW, employment, counseling, education, treatment etc.

Report Writing/ Administrative

- Prepare report for court in a timely manner outlining bail supervision caseplan as required
- Ensure client file notes are maintained on the client information management system
- Maintain client master files by affixing assessment and intervention plan, statistical forms, and any relevant internal information including all bail program forms

Collateral Communication/Program Representation

- Strongly advocate for client in court and in the community
- Maintain consistent communication and develop positive relationships with the court personnel, probation case managers and other professionals involved with the client
- Testify in court as required

- As appropriate, participate in meetings/obligations involving a client
- Establish partnerships with relevant community resources viable for promoting and sustaining gains made by the client
- Confirm clients are following through on court ordered conditions
- Participate on committees or attend meetings as requested by the Program Coordinator
- Assist with program development and promotion as requested by the Program Coordinator

Program Level Responsibilities

- Assist in maintaining a positive environment
- Be knowledgeable about evidenced based research in community corrections
- Maintain professional development through participation in relevant training, and through the clinical supervision process
- Actively participate in program evaluation
- Provide supervision to student placements as requested

Qualifications

Training: A degree or diploma in the social sciences field combined with case management experience. Work experience in the supervision of offenders in the community may off-set academic standing. Specific education, training or certification in community corrections is an asset.

Experience: Minimum 4 years' experience working with clients in the criminal justice system

Language: Bilingual preferred

Essential Skills

- Previous experience case managing clients who have high/complex needs and/or have multiple barriers to reintegration.
- Knowledge of motivational, solution-focused and crisis intervention counselling techniques. Knowledge of community resources. Knowledge of Risk Management.
- Computer literacy, including Microsoft Office Suite, databases and internet
- Excellent communication skills, professional boundaries, customer service skills and ability to respect confidentiality
- Excellent writing and organizational skills to support case assessment and management
- Strong interpersonal and communication skills
- Demonstrated ability to meet deadlines, manage multimodal interventions and efficiently work under pressure

Application Process:

All Applications are to be sent to the Manager of Justice Services, Julie Langan.

Please email julie@johnhowardkingston.ca by Feb 17, 2016 at 4:30pm.

No calls please.