

## Job posting

**Job Title: Caseworker – Financial Literacy and Empowerment Program**

**Posting Date: June 13, 2022**

**Anticipated Start Date: As soon as possible**

For more than 70 years, the John Howard Society of Windsor and Essex County has worked to keep the humanity in justice. By supporting the people whose lives are affected by our criminal justice system, we strive for effective, just and humane responses to crime and its causes. Over the years, our agency has worked to build safer communities through evidence-based programs and services. We promote practical, equitable policies, raising awareness of the root causes of crime and calling on our community to share responsibility for addressing them. Within our criminal justice system, we work toward the fair treatment of all. As the system evolves to reflect our changing society, we ensure that no one is left behind.

### **Job Summary:**

One (1) position is available in Windsor, Ontario. This is a full-time fixed-term contract position; 35 hours per week, from June 13, 2022 to March 31<sup>st</sup>, 2023. This contract position has the possibility of renewal for up to 3 additional one-year terms (2023-24, 2024-25, and 2025-26). This position will be responsible for the development and facilitation of the Financial Literacy and Empowerment Program throughout Windsor-Essex and Chatham-Kent.

### **Qualifications:**

- A university degree or college diploma in Social Work, Social Sciences, Business, Accounting or a related field
- Experience in advocacy and crisis intervention
- Knowledge of financial literacy
- Knowledge of community resources
- Excellent written and verbal communication skills
- Self-motivated with strong organizational and interpersonal skills
- Excellent public speaking and program facilitation skills
- Proven ability to work with individuals from cultural, ethnic and sexually diverse backgrounds

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- Ability to work well independently and as part of a team
- Flexible to work some evenings and weekends when required
- Valid driver's license and have own reliable vehicle
- Excellent computer and technology skills—Advanced use of Excel, Word, PowerPoint and the ability to independently learn/problem solve new software/technology.
- Criminal record check is required
- Proof of complete Covid-19 Vaccination or an approved exemption is required
- Bilingual skills in French language an asset

## **Responsibilities:**

- Develop and facilitate the Financial Literacy and Empowerment Program.
- Complete all work as assigned by the Project Lead, Programs Manager and/or Executive Director.
- Complete all project activities and deliverables as per project timeline and deadline requirements.
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- Attend meetings with financial experts, program partners and target group informants.
- Develop and administer program surveys, interviews and pre/post test.
- Complete program intake assessments.
- Maintain an accurate record of all program statistics including meetings attended, project partners, and participant attendance.
- Submit weekly/monthly/yearly statistics to the Project Lead.
- Facilitate group and individual program sessions.
- Enter and analyze program data on a quarterly basis.
- Attend meetings and deliver presentations to promote the Financial Literacy and Empowerment Program.
- Complete all documentation according to the Standards of the John Howard Society and Employment and Social Development Canada.
- Maintain case recordings of all contacts made with clients and other agencies on client's behalf.
- Ensure casenotes are current, accurate, legible and concise.
- Liaise with the program partners and attend meetings as required.
- Liaise with service providers to support clients and attend meetings with clients at community service providers as required.
- Provide referral to other services to address client needs
- Develop and maintain cooperative working relationships with community service providers.
- Research and develop a Financial Literacy tool kit and presentation for community service providers.
- Design and develop program promotional materials.



- Ensure adherence to the John Howard Society's policies and procedures.
- Assist with the completion of yearly and final program reports.
- Participate in staff meetings and peer group supervision as required.
- Work cooperatively with other staff of the agency.
- Provide agency program relief coverage as required.
- Travel as required throughout Windsor-Essex and Chatham-Kent for program development and delivery.
- Attend out of town meetings or training as required.
- Work evenings and weekends as required.
- **Any other duties to be assigned by the Executive Director, Program Manager and Project Lead.**

### **Reporting Relationships**

The Executive Director – Stephanie Keyes  
The Programs Manager – Jennifer Dillon  
Project Lead – Devon Reeb

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

**Application Deadline: June 27, 2022 by 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: Financial Literacy Program Caseworker**

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