



September 27, 2024

BAIL VERIFICATION & SUPERVISION PROGRAM COORDINATOR

(Temporary Part-Time - 21 Hours/Week)

Internal/External Job Posting

John Howard Society of Waterloo-Wellington (JHSWW) is looking for a new team member to join our Adult Services teams. We offer an excellent work environment and competitive company benefits. As a community-based charitable organization focused on crime prevention, we offer: life skills coaching/programming; diversion and other programs and services fostering accountability and learning, repairing harm and making amends; and employment programs. We understand countless factors contribute to crime including social and community factors. We work closely with stakeholders including other community agencies, schools, probation, police, courts, employers, and others. JHSWW is accredited by Imagine Canada. We have three priority focus areas in our current strategic plan:

RESILIENCY

COLLABORATION

INCLUSION

For more information about the John Howard Society of Waterloo-Wellington visit

<http://www.jhsww.ca>

Applications are currently being accepted for a temporary part time **Bail Verification & Supervision Program (BVSP) Coordinator** in Guelph working 21 hours a week from November 4, 2024 – March 31, 2025. The position is based primarily out of our Guelph location at the Guelph courthouse and requires some early evening work. The BVSP Coordinator works closely with the BVSP Senior Coordinator and reports to the Director, Community & Client Services.

Responsibilities:

- Liaise with stakeholders (police, Probation, Court, Crown Attorney's Office, defense counsel)
- Using a biopsychosocial approach, conduct intake assessments and interviews to evaluate risk, support need areas; develop and implement a plan to address needs to mitigate risk.
- Ongoing monitoring and supervision of clients including referral/support in accessing community services including mental health and/or addictions services, employment services, health services and other relevant supports.
- Maintain electronic files including cases notes and prepare all required letters, reports and will states
- Testify in court and confirm for court that clients are following court ordered conditions. Liaise with and participate in case conferences with justice partners and community services to ensure client compliance with conditions.
- Implement program evaluation data collection tools as required to meet funder and Agency expectations
- Provide community education/presentations on the benefits of JHSWW's programs and services, and participate in cross training to provide cross coverage
- Attend team meetings and required training
- Other duties as assigned by the Senior Coordinator or Director, Community & Client Services.

The following are essential skills, abilities and requirements for this position:

- An undergraduate degree in a relevant human service field (social work, psychology, or other social or health science field) combined with a minimum of three years' of experience in providing supports to individuals with complex support needs including mental health and/or addictions issues preferably in the justice sector
- An understanding of the policies and procedures of police, Crown Attorney's Office, courts, probation and parole as they relate to the court process
- Clearance from a criminal records check.
- Demonstrated assessment, client engagement, motivational interviewing, crisis/de-escalation intervention, problem-solving skills, adult education, and psychoeducational program design and delivery skills.
- Excellent oral and written communication, time management, and organizational skills
- Experience in working with people to reduce criminogenic thinking and risk factors using a trauma-informed and strengths-based approach
- Knowledge of restorative justice practices and systemic barriers (poverty, homelessness, etc.)
- An understanding of diversity and additional support needs of specific populations (e.g., Indigenous)
- An understanding of program evaluation tools and concepts, duty to report obligations, and programs/services in Guelph and Wellington County
- Proven ability to work independently and as part of a team
- Bilingualism (French) is considered an asset
- Demonstrated computer proficiency in Microsoft Office® including Outlook, Excel, PowerPoint and Word, EMHWare and/or other client file management software; internet search tools; and use of connectivity and collaboration platforms (e.g. Zoom) for virtual programming and meetings.
- Supports positive, safe and inclusive work spaces
- A valid driver's license, personal vehicle and insurance are required.

Compensation:

The current starting Annual Salary is \$ 48,848 per year (\$26.84/hr.); Vacation: 4 weeks/year; Competitive Group Benefits. Other Benefits include Pension (after 2 years); Employee Recognition Program & Staff Awards Program

Interested candidates should submit a cover letter and résumé in PDF format to resumes@jhsww.ca no later than October 11th, 2024 at 4:00 pm EDT. Please include the job title in the subject line of the email.

We are an equal opportunity employer. While we thank all applicants, only those invited for an interview will be contacted. If you have a disability and require support during the selection process, you are encouraged to identify your needs if you are selected for an interview. Candidates considered for an interview can anticipate being asked to provide proof of credentials (degrees, diplomas, designations, etc.). Candidates are encouraged to compile this information to have it ready if requested.

