

PART TIME / CASUAL JOB POSTING BAIL VERIFICATION & SUPERVISION PROGRAM WASH COURT WORKER

Position Title:	WASH (Weekend and Statutory Holiday) Court Worker
Program / Department	Bail Verification & Supervision Program
Last Revision Date:	Feb 2026
Reports To:	Team Lead, Bail Supervision & Verification Program
Position Type:	Part Time / Casual with potential on call shifts for Weekends, Statutory (and other) Holidays
Anticipated Start Date:	ASAP
Anticipated Completion Date:	March 31, 2027 with potential for extension
Internal/External Posting:	Internal and external
Work Environment:	Remote – may return to in person in the future
Application Deadline:	Ongoing until position is filled
Rate of Pay	\$30.05/hour

JHSHBA MISSION:

Providing programs and services to justice involved individuals and others, to achieve positive outcomes for participants and the community.

SUMMARY OF POSITION

The Weekend and Statutory Holiday (WASH) Court Worker provides support to the Criminal Courts on weekends and statutory (and other) holidays - reviewing cases for suitability for release with the bail verification & supervision program or helping to verify information including surety options for the court. This position works closely with Crown Attorneys, Legal Aid Ontario staff, Defence Counsel, and Court Officers.

SCOPE OF WORK:

The WASH Court Worker provides support to the Bail Verification & Supervision Program and Courts on Saturdays, Sundays and statutory (and other) holidays.

A typical schedule is 8:30-2:30 (with one hour lunch break) for 5 total hours per shift (12 hours per weekend)

Statutory holidays are paid at a rate of time and a half.

QUALIFICATION REQUIREMENTS:

- Post-secondary degree/diploma in a relevant field (social services, Criminal Justice, corrections)
- Familiarity with court proceedings, bail court, release planning
- Experience working with Justice involved individuals and comfort working with individuals with mental health, addiction and other barriers
- Inclusive and non-judgemental approach to working with individuals involved in the criminal justice system
- Provide and maintain an acceptable criminal record check
- Sound knowledge of / familiar with local community support programs and services (particularly related to shelters, substance use supports services, mental/psychological health and culturally specific services)
- Strong case management skills, ability to juggle multiple referrals and respond to requests
- Strong interpersonal and communication skills
- Ability to work effectively as part of a team as well as independently
- Knowledge of, and or training in risk assessment tools
- Computer skills that support the position, including virtual platforms (Office 365, Adobe, Zoom)
- Willingness to comply with agency's mandatory vaccination policy

DUTIES AND RESPONSIBILITIES

- Conduct screening / intake interview to confirm suitability and eligibility for service provision
- Interview accused persons in custody in various locations pending bail hearings
- Verify information through telephone contact with identified community resources, including possible sureties
- Conduct case conferences with Crowns, Defence Counsel, and other identified court personnel
- Respond to requests in a timely manner
- Complete verification and distribute accordingly
- Secure temporary release address for those with N.F.A.
- Maintain client files including timely case notes and other documentation
- Maintain program statistics as required by funder and agency
- Complete risk assessments and develop supervision plan
- Identify and address any gaps in service in consultation with Team Lead, Executive Director or designate

ADDITIONAL RESPONSIBILITIES

- Work within the restorative and anti-oppressive frameworks of the agency

- Work within and contribute to a positive team and agency environment
- Carry out work related duties in a manner that promotes staff cohesiveness, respecting others' rights to a professional and positive working environment
- Supervise student placements and volunteers as required
- Participate in internal/external training and professional development
- Carry out duties in accordance with the agency's Standards of Conduct, Health & Safety Policies
- Carry out duties in accordance with the agency's Policies and Procedures Manual and Ministry standards Manual
- Participate in team meetings, agency staff meetings, supervision and performance evaluation process.
- Submit travel expenses and leave requests according to established procedures
- Participate in agency fundraising and special events
- Additional duties as assigned by the Executive Director or their designate

Application Instructions:

Submit a resume and cover letter outlining your skills, education, experience and suitability for this position by email to:

Holly Tasker, Team Leader Adult Justice Services
htasker@jhshba.ca

Application Deadline:

Applications will be accepted until 4:30 pm Friday Feb 20, 2026

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