



Springboard's mandate is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment and developmental services.

### Internal and External Posting

**Position Title:** COMMUNITY WORK DEVELOPER  
**Department:** Community Justice & Diversion Programs  
**Location:** Intermittent Community Work Program - 976 College Street, Toronto  
**Status:** Relief Permanent  
**Pay:** \$22.40 per hour  
**Vacancy Number:** INT-U19-37

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**Available:** Immediately  
**Hours/Shifts:** Monday to Sunday 0800 - 1600 or 1000 - 1800  
Flexibility in work hours and weekends required  
Schedules may change depending on operational requirements

#### Position Summary:

The Intermittent Community Work Program provides weekend substance use programming and volunteer work opportunities for adult male offenders serving an intermittent sentence. The program provides an alternative to custody and operates province wide. This position encompasses the primary functions of group facilitation, program development, securing weekend volunteer placements for clients and monitoring operations. This is a unionized position.

#### Key Responsibilities:

##### **Group Facilitation:**

- Deliver a weekend psycho-educational substance use program for men convicted of impaired driving related offences; and manage resistance and challenging behaviors in a classroom type setting.

##### **Placement Development:**

- Identify and engage suitable community work placements that are both meaningful to the client, of benefit to the community and reparative in nature.
- Develop program agreements with placement agencies.
- Ensure appropriate client and placement match.

##### **Program Management/Monitor Operations:**

- Central intake for ICWP referrals from 15 Ministry of Community Safety and Correctional Services institutions province-wide.
- Build and maintain supportive relationships with partnership agencies, community resources, public officials, funder and members of the public on program objectives.
- Monitor province-wide operations, resolve and report incidents of non-compliance.
- Case management including assessment of risk from a client and community safety perspective, intake and follow-up.
- Participate in program evaluation, quality assurance and continuous improvement approach that are based on best practice.

##### **Administration:**

- Prepare statistical reports; maintain accurate/updated documentation and manage confidential information in accordance with Agency, Funder and legal standards.
- Adhere to the policies, procedures and standards of Operation Springboard and Funder.
- On Call - Rotational on call duties. Work on weekends will be required as well as travel throughout the program catchment area, including but not limited to the GTA (including Toronto and the Regions of York, Halton, Peel and Durham).

#### Required Qualifications:

- Post-secondary diploma/degree in the field of social services.
- At least two years of related work experience in the adult justice sector in the following areas:
  - working with adult correctional clients in the criminal justice system
  - providing service to diverse clients including those with drug, alcohol and mental health issues.
  - facilitating groups and incorporating adult learning principles in a group setting.
  - counselling; assessment; case management; crisis management; community development and liaising with diverse communities, prospective partners and service providers for correctional client.



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- Knowledge of the principles, concepts and current best practices in the area of restorative justice and adult correctional system.
- Experience in applying cognitive behavioral and psycho-educational models in changing behavior.
- Demonstrated knowledge of educational and motivational approaches for individuals with substance use issues.
- Excellent crisis intervention skills to defuse confrontational situations. Ability to work under pressure to ensure minimal disruption in service delivery.
- Assessment skills required for both the delivery of service to participants and daily operational/programming issues including determination of suitability and risk.
- Demonstrated critical/analytical thinking to monitor operations and report incidents of non-compliance and in determining key issues and facts when reporting incidents clearly and succinctly to Ministry officials.
- Program planning skills to implement, evaluate and modify new and existing programs, as needed.
- Excellent problem solving and decision making skills in order to prioritize and deal with issues as they arise.
- Written and verbal communication skills in English, to communicate ideas, instructions and information in a clear, concise manner - adjust to the receivers needs for various levels of communications.
- Demonstrated computer skills in Excel, Work and PowerPoint.
- Ability to positively represent the agency for in outreach activities.

**Preferred qualifications:**

- \* Ability to speak French is an asset.

**Posting Date:** May 13, 2019

**To Apply:**

To be considered for employment at Springboard, applicants must be willing to undergo a police clearance/VSS, occupational medical assessment and provide both references and documentation of their credentials. **Please apply on line through [careers@springboardservices.ca](mailto:careers@springboardservices.ca). To be considered you must include the vacancy number in the subject line of your email while applying.**

**Deadline for Internal applicants:** May 20, 2019 at 4:00 pm. **Please provide your Cover Letter and Resume and a duly completed Application for Internal Transfer form (as applicable).**

**Deadline for External applicants:** May 27, 2019 at 4:00 pm. **Please provide your Cover Letter and Resume.**

**Resumes received after the above-stated deadline/s will be considered at the discretion of the hiring supervisor. No phone calls please. Only persons selected for an interview will be contacted. Thank you for applying.**

Springboard is committed to employment equity and fair and accessible employment practices. Applications are encouraged from those who reflect the diversity of our community. Accommodations will be provided for job applicant with disabilities, where needed and on request, to support their participation in all aspects of the recruitment process providing the applicant has met the bona-fide requirements for the vacant position.