



Springboard is making Ontario a safer and better place by providing leading edge programs that enable at risk youth and adults to reach their full potential. As a charitable organization, we engage the community in our work and service those in the justice system, individuals needing employment and training, those with developmental disabilities and the homeless.

Internal/External Posting

Position Title: Coordinator
Department: Community Justice and Diversion Programs
Location: YCAPP, 2201 Finch (coverage at other sites required)
Status: Full Time Permanent
Pay: \$46,700.00 per Annum
Vacancy Number: YCP-N19-67

Available: Immediately
Hours/Shifts: Monday to Friday 8:00 - 4:00
Flexibility in work hours and some evenings required for community meetings.
Schedules may change depending on operational requirements.

Position Summary:

Funded by the Ministry of Community, Children & Social Services, the YCAPP Coordinator oversees staff/students/volunteers and ensures the development of community based programs sensitive to the principles of the YCJA. The Coordinator reports to the Youth Court Team Supervisor and works with duty and defense counsel to develop community based action plans that will increase opportunities for young persons in the youth criminal justice system. Travel is required.

The successful candidate will be required to work without dedicated office space, with limited privacy as well as provide coverage at sites within the Greater Toronto area.

Key Responsibilities:

- Counselling/Case Management - Utilize a comprehensive Risk/Needs Assessment tool, assess and develop individual client specific Action Plans. Prepare reports to the court on the plans. Follow-up with youth and monitor progress of their Action Plans.
- Court experience - previous experience working in a court setting.
- Manage and supervise staff, students and volunteers.
- Outreach - Conduct extensive outreach to Court stakeholders and community agencies and keep apprised of all new programs. Gain direct access to appropriate programming for youth.
- Liaise and maintain positive relations with clients, families, community agencies, referral sources, court stakeholders, etc.
- Administrative Support - Gather, input, maintain and correlate statistical data. Prepare and submit all required program reports and documentation. Provide training and coaching to students or volunteers.
- Represent the agency in workshops, conferences and committee meetings. Deal with crisis situations that may involve volatile behavior.

Required Qualifications:

- Post-secondary diploma/degree in the social services field and a minimum three years related experience or equivalent.



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- Case management and counselling; recent and relevant best practices with high risk youth; crisis intervention.
- Thorough understanding and application of Youth Criminal Justice Act and the Child and Family Services Act.
- Knowledge of the principles, concepts and current best practices in the area of restorative justice.
- Comprehensive knowledge of the youth criminal justices system.
- Excellent working understanding of the principals of risk, need and intervention for at risk/high risk youth as well as assessment skills for the determination of client suitability and risk.
- Program planning skills to implement, evaluate, and modify new and existing programs, as needed.
- Excellent interpersonal, verbal, listening and written communication skills to communicate effectively on behalf of clients with lawyers, Crown Attorneys, Judges, community agencies, members of the public, and other diverse court and community stakeholders.
- Concise and accurate documentation as per agency and funder standards.
- Ability to recognize need to refer to higher authority as per established lines of communication.
- Ability to work with a diverse client group and advocate on their behalf when necessary.
- Time management skills with the ability to multi task and modify schedule without prior notice in order to meet program needs without compromising quality or accuracy of work.
- Computer skills in Internet MS Suite: Outlook, Word, Excel, Power Point and other data collecting systems.
- Valid First Aid/CPR certification.

Posting Period: September 4, 2019-September 11, 2019

To Apply: To be considered for employment at Springboard, applicants must be willing to undergo a police clearance/VSS and provide both references and documentation of their credentials. Please apply on line through 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: September 11, 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: September 11, 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