



springboard

CONNECT. INSPIRE. ACHIEVE.

ABOUT US

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, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

WHO WE ARE

People are at the centre of everything we do. We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a pension plan that helps support our people in all aspects of their lives.

Internal / External Job Post

Coordinator - Youth Court Action Planning Program CJDP-N21-37_RR

THE OPPORTUNITY

- Job Class ♦ Non-Union
- Department ♦ Community Justice and Diversion Programs
- Location ♦ 2201 Finch Court Toronto ON (coverage at other sites required)
- Status ♦ Full-time Permanent
- Pay Rate ♦ \$47,174.40 per year
- Vacancy Number ♦ CJDP-N21-37_RR

- Available ♦ Immediately
- Hours/Shifts ♦ 8:30am-4:30pm with the ability to be flexible to attend community meetings, facilitate programming, etc. as required.
Coverage at other sites required

Travel is required at sites within the Greater Toronto area.

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

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.

WAYS YOU CAN CONTRIBUTE

- **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.

WHO YOU ARE

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

APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

The Deadline for Applications is October 8, 2021 at 4:00 pm. Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to careers@springboardservices.ca.

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.