



springboard

CONNECT. INSPIRE. ACHIEVE.

## ABOUT US

Springboard's mission 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 savings plan that helps support our people in all aspects of their lives.

## Internal / External Job Post

# Adult Justice Worker CJPYH-U23-08

### THE OPPORTUNITY

- Job Class ♦ Union
- Department ♦ Community Justice Programs and Youth Homes
- Location ♦ 800-2 Carlton Street, Toronto (various locations as required)
- Status ♦ Full-Time Permanent
- Number of Vacancies ♦ 2
- Pay Rate ♦ \$48,147.90 per annum
- Vacancy Number ♦ CJPYH-U23-08
  
- Available ♦ Immediately
- Hours/Shifts ♦ Monday - Friday 0800-1600  
Flexibility in work hours and weekends required  
Schedules may change depending on operational requirements

The Adult Justice Worker provides programming to adults involved in the criminal justice system in Ontario. The programs embrace the principles of restorative justice in the design and delivery of justice alternatives to formal court processes and custody. The Adult Justice Worker contributes to the development of a framework of community-based interventions that respond to individual client vulnerabilities and address prevention, rehabilitation, integration and reparation of harm to victims and the community.

The Adult Justice Worker is responsible for intake, assessment, case management, program development, group facilitation, research, develop, assign and monitor appropriate community sanctions and community work placements, assessment of risk from the client and community safety perspective, tracking client progress through regular contact with the client and service providers, monitor operations, resolve and report incidents of non-compliance, completion of statistical reports, representing the agency with Ministry officials, selection and supervision of students on placement from Community Colleges.

Travel throughout the GTA and surrounding area is required. Work on the weekend is a necessity.  
On Call: Rotational on call duties.

## WAYS YOU CAN CONTRIBUTE

- **Community Development:** Research and develop community referral resources for clients, families and victims. Identify and engage suitable volunteer placements that are both meaningful to the client, of benefit to the community and reparative in nature; Develop program and service agreements with placement agencies. Ensure appropriate client and placement match. Ensure placements and services are accessible to diverse client group.
- **Group Facilitation:** Deliver community justice group programming weekly in various community locations in the GGTA and virtually. Manage resistance and challenging behaviors. Schedules include daytime, evening and weekend availability.
- **Assessment/Case Management:** Review and assess appropriate client referrals. Conduct intake; Provide service to diverse clients including those with drug, alcohol and mental and physical health issues. Communicate and explain criminal justice processes with clients including court process, and community service orders. Ensure sanctions, referrals, programming and community service placements assigned are appropriate, proportionate, accessible, and meaningful to meet the needs of the client, victim, community and funder within specific designated timelines. Identify and resolve incidents. Crisis intervention skills to resolve incidents and other contentious issues; monitor client progress; Report on the outcome of each case.
- **Administration:** Maintain centralized case management database/systems that enable the tracking of progress of a high volume caseloads at any given time. Daily communication with referral sources for administration of Direct Accountability and Community Service Order programs. Accurate and timely submission of documents and reports that could be subject, in the case of enforcement, to scrutiny in the criminal courts. Administer and process program evaluation tools.
- **Program Management:** Analytical skills to monitor operations and report immediately any incidents of non-compliance. Central intake for Community Service Order referrals from 18 Ministry of the Solicitor General Probation Offices in the Halton, Peel, Toronto and York Regions. Regular contact with Ministry staff. Critical judgement required to competently assess the seriousness of incidents and discuss same with Ministry officials. Effectively resolve incidents and other contentious issues or communicates them where appropriate to supervisor in timely manner; Participate in program evaluation, quality assurance and continuous improvement approach that are based on best practice; Ensure contract deliverables are met as defined by the Funder.

## WHO YOU ARE

- Minimum of three (3) years of related work experience in: working with adult correctional clients in the criminal justice system; court & probation processes, counseling; assessment; case management; group facilitation; community development and liaising with diverse communities, prospective partners and service providers for correctional clients.
- Demonstrated knowledge of the principles of proportionality and reparation, and relevant legislation concepts and current best practices in the area of restorative justice and adult correctional system.
- Demonstrated skill and experience in developing and administering creative community based interventions that respond to individual vulnerabilities, and address prevention, rehabilitation, integration and reparation of harm.
- Knowledge of and ability to apply relevant legislation relating to adult offenders including Ministry of Correctional Services Act and the Criminal Code of Canada.
- Demonstrated group facilitation skills.
- Experience in applying cognitive behavioral and psycho-educational models in changing behavior.
- Demonstrated knowledge of education and motivational approaches for individuals with substance misuse issues.
- Excellent community development skills to engage diverse communities, perspective partners and service providers.
- Program planning skills to implement, evaluate and modify new and existing program, as needed.
- Demonstrated assessment skills for both the delivery of services to participants and daily operational/programming issues including determination of suitability and risk.
- Excellent crisis intervention/management, counseling, assessment, communication (verbal & written) interpersonal, organizational and leadership skills.

- Excellent interpersonal skills to communicate effectively for client service as well as with the victims of crime, the police, Crown Attorneys, Judges, Duty Counsel, Defense Counsel, Probation Officers, community partners and volunteers.
- 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.
- Excellent problem solving and decision-making skills in order to prioritize and deal with issues as they arise.
- Strong administrative and time management skills to collect, analyze and prepare statistical reports accurately and on time.
- Ability to positively represent the agency in outreach activities.
- Excellent teamwork and ability to work independently and under pressure.

### **Vaccination Policy**

Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.

Springboard Services continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

### **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 March 1, 2023 at 4pm.** 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](mailto: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.*