



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

Adult Justice Worker CJPYH-U23-54

THE OPPORTUNITY

- Job Class ♦ Union
- Department ♦ Community Justice Programs and Youth Homes
- Location ♦ 976 College Street, various probation offices in GTA and York Region
- Status ♦ Full-time, Contract (ending March 2025 with the possibility of extension)
- Pay Rate ♦ \$49,970.30 per annum
- Vacancy Number ♦ CJPYH-U23-54
- Available ♦ Immediately
- Hours/Shifts ♦ Monday - Friday 0800-1600
Flexibility in work hours and weekends on occasion
Schedules may change depending on operational requirements

Our Adult Justice Worker has the incredible opportunity to play an integral role in making meaningful impacts in the community by providing programming to adults involved in the criminal justice system in Ontario.

Our programs embrace the principles of restorative justice in the design and delivery of justice alternatives to formal court processes and custody. We respond to individual client needs and address prevention, rehabilitation, integration and reparation of individuals and communities harmed by offences.

WAYS YOU CAN CONTRIBUTE

Community Development:

- Research and develop community referral resources for clients, families and individuals harmed by offences.
- 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 to ensure mutually agreeable outcomes between client and placement match.

Group Facilitation:

- Deliver community justice weekly programming in various community locations in the GTA and virtually.

Assessment/Case Management:

- Review and assess appropriate referrals for a diverse group of clients with a variety of backgrounds, including those with substance use 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, individuals harmed by the offence, community and funder within specific designated timelines. Identify and resolve challenges impacting program delivery.
- Monitor client progress and report on the outcome of each case.

Administration:

- Maintain centralized case management system that enable the tracking of progress of a high-volume caseload at any given time.
- Daily communication with referral sources for administration of 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:

- Central intake for Direct Accountability Program referrals from Old City Hall Court, Scarborough Court and for the Stop Shop Theft Program. Central intake for Community Service Order referrals from 18 Ministry of the Solicitor General Probation Offices in the Halton, Peel, Toronto and York Regions.
- Ensure contract deliverables are met and communicate effectively with internal and external partners of key milestones
- Participate in program evaluation, quality assurance and continuous improvement approach that are based on best practice.

WHO YOU ARE**Knowledge/Experience**

- Minimum of three (3) years of related work experience in: working with adult correctional clients in the criminal justice system.
- 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 knowledge of education and motivational approaches for individuals with substance use issues.

Skills/Abilities

- Able apply relevant legislation relating to adult offenders including Ministry of Correctional Services Act and the Criminal Code of Canada.
- Excellent interpersonal skills to communicate effectively for client service as well as with victims of crime, the police, Crown Attorneys, Judges, Duty Counsel, Defense Counsel, Probation Officers, community partners and volunteers.
- Excellent assessment, counselling, administrative and group facilitation skills
- Excellent crisis intervention/management, counseling, assessment, communication (verbal & written) interpersonal, organizational and leadership skills.
- Excellent community development skills to engage diverse communities, perspective partners and service providers.
- Demonstrated assessment skills for both the delivery of services 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.
- 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.
- Ability to travel throughout the GTA and surrounding area
- Ability to work on the weekends.

NICE TO HAVE'S:

- Demonstrated experience in developing and administering creative community-based interventions that respond to individual needs, and address prevention, rehabilitation, integration and reparation of harm.
- Program planning skills to implement, evaluate and modify new and existing program, as needed.

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 January 24, 2024 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.