



**CALGARY
JOHN HOWARD
SOCIETY**

Restoring Lives ■ Preventing Crime ■ Strengthening Communities

Adult Services Caseworker Emergency Assistance & Intake Program

The Agency

The Calgary John Howard Society (CJHS) is a community-based charitable organization dedicated to reducing the incidence of crime and increasing community safety through preventative and restorative justice practices. To accomplish these ends, we provide direct services to individuals at risk, advocacy for effective responses to crime with the individuals involved and education for youth and adults in the community. The Calgary John Howard Society is committed to an organizational environment that recognizes the dignity and worth of each person. CJHS values diversity and inclusion and welcomes qualified applicants from all walks of life.

The Team

Adult Services programs are delivered by a dynamic and interactive team. The array of adult serving programs offered are designed to assist individuals who have been or are at risk of conflict with the law. Program areas consist of Emergency Assistance & Intake, Employment Preparation/Training & Support, Community ReEntry Support, Literacy, Digital Literacy and the Extended FASD Support Project. The team works collaboratively to best meet client needs; services are coordinated and shared across the team with the exception of specialized services.

The Program

The Emergency Assistance and Intake Program is the hub of Adult Services offered at the agency main office. The program seeks to address the immediate needs of adults who have had, or are at risk of involvement in the criminal justice system and develop action plans to address other barriers/needs. Services provided include direct assistance, information, internal and external referrals and ongoing support as needed.

The Position

Reporting to the Adult Services Manager, the Adult Services Caseworker will work in conjunction with the Adult Services Team, conducting initial interviews and assessments with clients on a drop-in, and by appointment basis. The Caseworker will assist clients with immediate needs and will help develop action plans with clients to address other needs and provide ongoing support as necessary. They will develop and nurture professional relationships (internally and externally) in order to ensure clients can be referred to and access appropriate services. This individual will also assist other members of the Adult Services Team with the provision of cover off support to Reception as necessary. Data collection, complete casework documentation, funder and agency reporting will also be required.

The Adult Services Caseworker will have a post-secondary education in a relevant discipline and minimum of 2 years of experience in direct service roles with marginalized populations. Experience working with adults experiencing homelessness, addictions and mental health issues and having a working knowledge of the criminal justice system and community resources will be considered strong assets. This individual must be punctual, reliable, have strong communication, problem-solving, decision making and casework skills and an exceptional ability to plan, organize, prioritize and multi-task.

This position is a Full-time (37.5 hrs/wk), full benefit position. Proposed start date is May 1, 2018.

Application Deadline: April 16, 2018

Please submit resume citing "ADULT CASEWORKER" in subject line and email to:

Sandy Sobkowich, Adult Services Manager

sandy.sobkowich@cjhs.ca

The Calgary John Howard Society thanks all applicants, unfortunately only those considered for an interview will be contacted.