

## **Emergency Intake Assistance & Employment Services – Adult Caseworker**

### **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 Program**

Emergency Intake Assistance is the hub of adult services programming offered at the CJHS main office. The program provides direct assistance, guidance and support to adults facing multiple barriers who may have been involved with or are at risk of involvement with the criminal justice system. Programming offers client-centred, trauma-informed services and support; adults are assisted directly and/or referred to appropriate internal programs or external resources to address immediate needs and offered an opportunity to engage in case planning to address long-term goals. Employment Services involves facilitated employment preparation, life management and industry certification training sessions in group format to assist adults facing multiple barriers to secure and maintain employment. Individual support is also offered to those unable to secure employment independently. All programs are delivered by a dynamic and interactive team that works collaboratively to provide effective and coordinated services to all adult clients.

### **The Position**

Reporting to Community Services Manager, the Adult Caseworker will work in collaboration with the Adult Community Services Team to provide all aspects of service delivery within the Emergency Intake Assistance Program, assist with Employment Services programming and provide Reception/Administrative Support as needed. Activities will include:

- Responding to requests for assistance on a drop-in or appointment basis or through telephone contact
- Client intake and assessment; development of case plans and case management support
- Provision of direct assistance, referrals, ongoing support, advocacy and follow-up as needed
- Data collection and input, casework documentation, evaluation and administrative tasks
- Provision of support to other programming areas and main reception as needed

### **Qualifications**

- Post-secondary education in a relevant field and a minimum of two years' related experience
- Current Criminal Record Check – CPIC (within past six months)
- Experience working with the target population, using a trauma-informed and harm reduction approach
- Excellent communication and relationship building skills
- Solid understanding of sound case management practices
- Crisis prevention/intervention skills and familiarity with community resources considered an asset

**This is an eight-week term certain position from July 8 to August 30, 2019, requiring 37.5 hours per week.**

Applications will be accepted until June 17, 2019

Please submit cover letter and resume to:

Sandy Sobkowich, Community Services Manager

sandy.sobkowich@cjhs.ca

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