

Practice Framework Research Volunteer

The Agency

The Calgary John Howard Society (CJHS) is a charity that reduces crime and makes Calgary communities safer by helping youth and adults make positive changes and move away from criminal behaviour. We do this by addressing the root causes of crime through housing, education, employment programs and support so that individuals have alternatives to breaking the law. CJHS is committed to restorative justice and 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

Support the Calgary John Howard Society (CJHS)'s Strategic Plan and Theory of Change by researching and implementing a central set of guiding principles that lead our agency, the work that we do with clients, and our interactions with community professionals.

The Position

You will work alongside the Practice Framework Facilitator to research and develop internal staff trainings, workbooks and frameworks under the scope of our five guiding principles (Trauma-Informed Care, Harm Reduction, Restoration and Transformation, Cultural Awareness and Inclusion, Natural Supports and Social Inclusion), that are rooted in our Theory of Change. Your role is vital to the overall support and professional development of CJHS staff. Under the direction of the Practice Framework Facilitator, you will be responsible for research and adaption of frameworks to fit our client population, data entry, survey entry and evaluation, workbook creation and adaption.

This position would be suitable for a Practicum Placement or a Volunteer Position.

Responsibilities

- Creating training documents/materials
- Data entry and evaluation
- Working alongside the Practice Framework Facilitator, and other staff including the Communications Advisor

Qualifications/Expectations

Experience with research, creating written content, data entry and balancing multiple priorities within tight deadlines. Must have excellent organizational and time management skills; strong verbal and written communication skills and be able to work well independently and within a team.

An understanding of Trauma Informed Care, Harm Reduction, Restorative Justice, Cultural Awareness and Social Inclusion are an asset.

Time Commitment

- 3-6 hours per week (flexible)
- March 2020 – September 2020 (extension possible)

Training

Orientation and initial training will be provided in addition to ongoing training as needed. All volunteers are provided an opportunity to join in an agency tour to learn about the various programs and services the agency offers. They will also be invited to participate in agency events and relevant meetings where additional training opportunities may be provided.

Applications will be accepted until a suitable candidate has been chosen.

Please submit your cover letter and resume to:

Brianna Macleod – Volunteer Program Coordinator

Brianna.macleod@cjhs.ca

including “Practice Framework” in your subject line

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