

Practicum Student
Emergency Assistance & Intake Program

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

The Emergency Intake & Assistance program is generally the first point of initial contact for adults seeking assistance from the agency. The program helps individuals who have been criminally involved through the provision of direct assistance, information, and appropriate referrals both internally and externally. Individuals may visit the agency with or without an appointment, or they may access assistance by telephone. Following initial intake and assessment, the program will seek to work with individuals to address immediate needs and/or barriers and will establish longer term case management support for those requiring ongoing assistance. Services are varied and tailored to meet the individual need.

The Position

Directly supervised by a Community Services Caseworker and indirectly by the Community Services Team Manager, the student will be responsible for all aspects of service delivery within our Emergency Assistance & Intake Program. Activities will include client interviews, needs assessments, case management, development of action plans, and the provision of direct assistance, information, support, and/or referrals to appropriate internal or external resources. Ongoing support and follow-up with clients will be provided as needed. Data collection, recording, casework documentation and completion of administrative tasks will be expected. The student will also participate in all scheduled agency and team meetings and provide support to other adult programming areas and Reception as needed.

Qualifications/Expectations

- Effective communication, problem solving and decision-making skills
- Effective interviewing and case management skills
- Ability to demonstrate effective casework principles and practices
- Ability to interact professionally with both clients and professionals
- Working knowledge of basic computer programs and applications
- Familiarity with community resources and criminal justice system an asset
- Currently enrolled in relevant studies beyond first year
- Current Criminal Record Check (CPIC) is required

Time Commitment

20 - 35 hours per week for minimum of three months.

Training

Orientation and initial training will be provided in addition to ongoing training as needed. All students 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 is found.

Please submit your cover letter and resume to:

Brianna Macleod – Volunteer Program Coordinator
Brianna.macleod@cjhs.ca

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