



Giving Hope Today

## Employment Opportunity - Posting The Salvation Army – Victoria ARC

<b>Job Title:</b>	Community Corrections Support Worker, CRF	<b>Competition #:</b>	202123
<b>Ministry Unit/Dept:</b>	The Salvation Army Victoria ARC	<b>Status:</b>	Casual/on-call
<b>Salary Range:</b>	\$22.69 - \$23.69 per hour	<b>Date Posted:</b>	March 3, 2022
<b>Address:</b>	525 Johnson Street, Victoria BC	<b>Posting Expires:</b>	Open Until filled

### Applications Accepted By:

Interested applicants must respond in writing with subject line **Community Correctios Support Worker** to:

[resumes@victoriaarc.org](mailto:resumes@victoriaarc.org)

by fax at: 250-384-8412 or in person

The Salvation Army Community-Based Residential Facility (CRF) is a federal half-way house and its clientele work on a system of gradual, supervised release while they reside at the facility. The CRF's priority is to assist and empower parolees - while managing their risk - to integrate them into the community and assist them in becoming self-sufficient and independent.

### MISSION AND VALUES:

The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.

#### Mission Statement

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

#### Core Values

The Salvation Army Canada and Bermuda has four core values:

**Hope:** We give hope through the power of the gospel of Jesus Christ.

**Service:** We reach out to support others without discrimination.

**Dignity:** We respect and value each other, recognizing everyone's worth.

**Stewardship:** We responsibly manage the resources entrusted to us.

### JOB DESCRIPTION:

The Community Corrections Support Worker will act as a member of the CRF team, exchanging information to the case management team, assisting residents with their needs, and ensuring that the facility's rounds, curfews, and check-ins are completed according to CRF policy.

#### BASIC FUNCTIONS/RESPONSIBILITIES:

- Must develop an intimate working knowledge of Correctional Service of Canada (CSC) Statement of Work, CRF Policy and Procedure manual, and in-house CRF rules, with all actions based on strict adherence to policy.
- Maintaining the confidentiality of all CRF and ARC clientele.
- Receives all clients and residents in a professional manner.
- Monitors access to and security of the CRF/ARC.
- Maintains a calm and secure atmosphere in the residence through a quiet, unobtrusive presence.
- Conducts regular rounds of the CRF/ARC as described in the CRF guidelines and policies and Procedures.
- Conducts CRF bed checks as per CRF guidelines and Policies and Procedures.
- Conducts and monitors the sign in and out sheets belonging to each CRF resident.

- Records pertinent information in the CRF duty log and Case Administration Management System (CAMS).
- Communicates with Victoria Parole, National Monitoring Centre (NMC), and Victoria Police as necessary and document situations and incidents.
- Enforces CRF in-house rules and parole conditions, according to the Policy and Procedures manual and the Statement of Work.
- Properly files all CRF/CSC documents in accordance with Policy & Procedures.
- Maintaining an accurate medication access log. The medication access log must include the clients name, date and time which he/she accessed their medication, client and staff initials.
- Records observed maintenance needs in accordance with the ARC procedures.
- Ensures that the Intake office is clean and organized to ARC standards.
- Attends all CRF staff meetings, seminars, and training as directed.
- Provide transportation at the direction of the CRF Director/Designate.
- Performs light janitorial duties when required (i.e. room pack outs/cleaning)
- May be assigned other related duties according to the CRF's needs.
- Must be prepared to participate in upgrading/training at the discretion of CRF Management.

## **QUALIFICATIONS/EXPERIENCE:**

### **Education**

- Must possess a high school diploma or its equivalent/post-secondary courses in criminology, sociology or related field are preferred.

### **Experience**

- Must have a minimum of six months related experience.

### **Required Skills/Knowledge:**

- Ability to establish and maintain rapport with clients
- Ability to work under pressure and in crisis situations
- Ability to work with a diverse clientele possessing a range of needs and barriers
- Ability to discern baseline behaviours and any deviations concerning substance use or mental health
- Must possess adequate typing skills and be computer literate.
- Must have strong and effective verbal and written communication skills.
- Must be confident in ability to utilize de-escalation techniques and non-violent crisis intervention skills.
- Must be punctual, organized and able to adjust to operational demands.
- Must be presentable in appearance in accordance with ARC standards.
- Must possess or willing to obtain within thirty (30) days and/or maintain an active valid First Aid/C.P.R. certificate.
- Must provide verification of a TB skin test or obtain one within thirty (30) days from date of hire.
- Must possess a Class 5 driver's license and able to obtain a driver's abstract.
- Must have the ability to understand and be sensitive to cultural differences.
- Must obtain an enhanced reliability screening from Correctional Services of Canada

**Hours: Variable, to be decided by Manager**

*The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.*

We thank all applicants, however, only those candidates to be interviewed will be contacted.

*Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.*



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