

Employment Opportunity

Punjabi Community Health Services

<p>Job Title: Community Justice Coordinator (CJC)</p> <p>Job Posting #CJC-024/2022-23</p>	<p>Date Posted: September 23, 2022</p>	<p>Reports to: Chief Operating Officer</p> <p>Job Type: 1-year Full-Time</p>
	<p>Date Closed: October 3, 2022</p>	

About Organization:

Punjabi Community Health Services (PCHS) is a pioneer community-based charitable organization. PCHS has been fulfilling the needs of diverse communities for the past 32 years by providing services in addictions, mental health, geriatric, health promotion, domestic violence, parenting, newcomer settlement, and services for women, children, and youth. PCHS has several research studies to its credit and is recognized as an innovative organization for community development and its Integrated Holistic Service Delivery Model. PCHS is accredited by Commission on Accreditation of Rehabilitation Facilities (CARF) International and Imagine Canada.

About Position:

Community Justice Coordinator (CJC) is a dedicated, full-time non-legal resource based in the Brampton courthouse that encourages timely resolutions of eligible criminal cases by helping accused individuals connect with meaningful community-based programs. CJC must have extensive knowledge of program and service offerings based in the community and work with Crowns and defence/duty counsel to help accused individuals by connecting with supports best positioned to address their needs through early intervention. This position is primarily responsible for coordinating various programs including, and not limited to, Justice Services, Employment, Basic Needs, Education, Housing, Physical Health, Mental Health & Addictions, and Indigenous Restorative Justice Diversion Programs.

Qualifications:

- University Degree in Social work or related field;
- Registration with a regulatory body is preferred;
- Minimum 5 years of experience working in critical situations, preferably in the community;
- Knowledge of risk assessments and intervention;
- Experience intervening effectively in clinical situations, including the management of disturbed behaviour;
- Comfortable working on the phone and in person in potentially high-risk and stressful situations;
- Ability to work with clients of diverse cultural and social backgrounds;
- Commitment to staying current on relevant community-based programs, referral process, best practices, policies, and procedures, including ongoing professional development;

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- Ability to work collaboratively and in partnership with a multidisciplinary team and community stakeholders, including the ability to work with the court system, Crowns and defence/duty counsel to help accused individuals;
- Able to function well under pressure and in a fluid environment;
- Demonstrated ability to use computer programs for clients' documentation;
- Excellent oral and written communication, organizational and problem-solving skills;
- Familiarity with Cloud technology and Share-Point is an asset;
- Familiarity with Commission of Accreditation Rehabilitation Facilities (CARF) International standards is an asset.

Requirements:

- Valid driver's license, regular access to a vehicle with valid insurance
- A satisfactory current Vulnerable Sector Screening (Criminal Record Check) report
- Current CPR and First-Aid certification
- Vaccines (COVID-19 and others) are a job requirement unless you have an exemption on a medical ground under the Ontario Human Rights Code.
- Fluency in Punjabi, Hindi and Urdu languages is an asset

Key Responsibilities:

- Serve eligible individuals over the age of 12 charged with both low to moderate-level offences and referred by the Crown's Office;
- Conduct Rapid Intake, risk and safety assessment and identify areas of need;
- Utilize sound working knowledge of resources, partnerships and working relationships and participate in ongoing professional development;
- Facilitate Connections to Community-Based Services;
- Maintain an inventory of services and supports;
- Report progress and barriers back to the referring Crown;
- Track key performance indicators and submit monthly statistical summaries (e.g. number of individuals served, types of community-service connections made, etc.) to the Crown's Office;
- Attend and actively participate in team meetings and other client-related meetings and program meetings as required;
- Maintain appropriate record-keeping/documentation and client files and statistical and outcome measurement tools as PCHS policies and procedures require;
- Prepare a brief annual report outlining the significant barriers which will be used to support evaluation activities and potential expansion planning;
- Work effectively and collaboratively with program teams, internal and external to PCHS;
- Other related duties as assigned.

Organizational Responsibilities:

- Actively contribute to the mission, vision and values of PCHS
- Follow the organizational Code of Ethics and professional standards of your certification and your position in the organization
- Adhere to the policies and procedures of your program(s) and organization
- Perform the duties outlined in this job description
- Contribute in a positive way to the overall success of the program and organization
- Participate in the establishment of program goals and objectives and set service priorities based on it
- Demonstrate a positive and professional attitude when representing the organization in the community
- Actively encourage the involvement and empowerment of clients/ survivors
- To follow the direction of the Joint Health, Safety & Wellness Committee in compliance with the Occupational Health and Safety Act (OHSA)

Work Hours: Monday to Friday, 9:00 am to 5:00 pm; some weekend and late evening work may be required

Local travel by car in the community is required;

Position to commence: October 15, 2022

Please submit your resume by October 3, 2022, to the Hiring Committee at hr@pchs4u.com.

Please add the Job Posting #CJC-024/2022-23 to the email subject line and cover letter.

PCHS offers an attractive and rewarding work environment. We appreciate the interest of all applicants, but only those under consideration will be contacted for an interview.

PCHS is committed to diversity in its workplaces and welcomes applications from all visible minority groups, women, Aboriginal persons, LGBTQ, and persons with disabilities, among other self-identified diverse groups. We also provide accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources at hr@pchs4u.com.