



## INDIGENOUS PRISON COMMUNITY OUTREACH CASE MANAGER Position Description

**POSITION TYPE:** Regular Full Time

### **POSITION SUMMARY:**

The Indigenous Prison Community Outreach Case Manager provides individual and group support to women who are incarcerated or in the community as they progress on their pathway to healing. The Indigenous Prison Community Outreach Case Manager is responsible for participating in all aspects of program development including planning, implementation, administration, and evaluation. The Indigenous Prison Community Outreach Case Manager ensures the program is progressively changing with the needs of clients, trends in the community, and the criminal justice system. The position requires someone with experience working with high-risk, complex, and vulnerable populations in case management.

### **PRIMARY RESPONSIBILITIES:**

- Support incarcerated women to cope with their personal circumstances by providing information on resources/programs available to them, affirming their resilience, and promoting thoughtful informed decision-making.
- Assist each client in the development of a comprehensive individualized plan designed to maximize their integration back into society with stronger potential.
- Assess client needs with regard to urgencies/emergencies/risk levels and engage appropriate services, both internal and external to EFry.
- Provide information to enable clients to address their needs as defined by the four components of the Medicine Wheel.
- Provide short term crisis support with a focus on supporting short-term and long-term wellness goals.
- Assist with culturally appropriate referrals to and accessing of appropriate community resources.
- Assist in the planning and facilitation of networking and personal development opportunities for clients, through individual and group support.
- Assist clients to develop and/or maintain links to their identified social supports and cultural connections.
- Advocate on behalf of clients through interactions with community and government agencies, and role model access to these resources.
- Engage clients into cultural, spiritual, and traditional supports and service delivery options relevant to their needs.
- Provide access to Elders/Knowledge Keepers, ceremonies, and traditional activities to support healing and personal resiliency.
- Facilitate and participate in agency programming within the institution and community.

### **REPORTING RELATIONSHIPS:**

Immediate Supervisor – Program Manager



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### QUALIFICATIONS

- Degree or diploma in Criminal Justice, Law, Social Work or other Human Resource equivalent. Also lived experience is considered with previous work experience in the field.
- 2-5 years of experience working with Indigenous populations and doing case management
- Knowledge of community resources and Indigenous traditions and culture.
- Experience working in the criminal justice system an asset.
- Facilitation skills an asset
- Proficiency in Microsoft Office, specifically Excel, Word, Outlook.
- Excellent oral and written communication skills.
- Ability to work independently and proactively as part of a team.
- An understanding of women's issues, social justice advocacy, diversity and anti-oppressive practice is an asset.
- Valid Alberta Driver's License and access to a reliable vehicle.
- Must have a clean Vulnerable Sectors Criminal Record and be able to secure Security Clearance in the Institutions. **PLEASE NOTE THAT A NEW CRIMINAL RECORD CHECK MUST BE SECURED BETWEEN JOB OFFER AND HIRING DATE AND MUST WITHIN 30 DAYS OF HIRING DATE.**
- Must secure a Clearance Letter indicating that you do not have a criminal conviction, outstanding warrants or criminal cases that are being dealt with in the court.

### Salary and Benefits:

- Starting wages \$40, 975 – 43,270 (comparable hourly wage to those positions of 40 hours weekly).
- 3 week vacation commencing within first year
- Extra vacation time provided at Christmas without impeding vacation accruals.
- Full benefits commence within 6 months
- Full Retirement Pension Plan (3%) commences within 6 months
- 4 wellness days annually
- All statutory holidays including .5 day for Stampede parade, Family and Heritage day, and Easter Monday. Any statutory holidays that fall on a weekend employees receive a day off paid.
- 12 sick leave days annually – pro-rated as per start date
- Total work hours is 35 hours plus .5 unpaid lunch daily
- Access to Indigenous ceremonies and healing
- Positive and supportive work environment
- Working from a place of power within with staff and clients
- Utilize and maximize your skills and experience

Email with cover letter and resume to Ronda Dalshaug [rdalshaug@elizabethfrycalgary.ca](mailto:rdalshaug@elizabethfrycalgary.ca) by Monday, January 21, 2019 @ 4 pm