

The John Howard Society of Manitoba Inc. Job Posting

Position: Record Suspension Caseworker
Employment Type: Full-time term position
Salary: \$23.03/hour, eligible for benefits

Purpose of Position: To provide direct support to men, 18 years and older, wanting to obtain a suspension of their criminal record and to publicize and promote this service in the community and within justice system services.

Organizational Relationship: The support worker will report directly to the Executive Director.

Job Tasks:

- Becoming familiar with the information about record suspensions on the Parole Board of Canada website and the record suspension guide developed by the JHSM in 2016.
- Revise the record suspension guide developed by the JHSM in 2016 to include the most recent information on the record suspension process and an easy to use eligibility checklist for screening potential applicants.
- Developing a pamphlet describing the record suspension service and distributing them to community agencies.
- Providing in-person and virtual information sessions about the new service at community agencies.
- Distributing the JHSM record suspension guide to agencies and encouraging them to use the eligibility checklist prior to referring clients to the program.
- Take part in organization and program specific professional development opportunities.
- Assessing if clients meet criteria to apply for a record suspension.
- Explaining the process of applying record suspension to clients and what qualifying for a pardon entails.
- Working with eligible clients to go through the all the steps required for applying for a record suspension.
- Regular in-person, phone and virtual meetings with clients.
- Connecting with **Police Services, RCMP, courts, military, and community services as required to obtain required information for applications.**
- **Accompanying clients to get finger printing or other required documents for applications.**
- **Assisting clients to understand and complete the application forms, submit the completed application, and submit payment for the application.**
- **Continued contact with clients while waiting for results and after obtaining results of applications to help them update addresses and contact information changes to the Parole Board of Canada as required.**
- **Advising clients who did not meet criteria for record suspension or whose application was rejected as to next steps.**
- Maintaining files on clients including application documents, stage in the application



process, updated contact information, and a record of contacts with clients.

- Work with the researcher/evaluator to gather required information for program evaluation. This will include diligent and consistent completion of forms related to activities and outcomes.
- Assist in completing quarterly and annual reports for the project.
- Link clients to JHSM and/or community programs and resources.

Job Qualifications

- Minimum high school diploma from a recognized institution. Post-secondary education in a related field such as social work, psychology or sociology would be an asset.
- Ability to work independently.
- Strong organizational skills and ability to meet deadlines.
- Excellent interpersonal skills.
- Knowledge of Microsoft Office (Word, Excel, Outlook) and virtual platforms.
- Experience working with criminalized people and/or the justice system is an asset.
- Strong writing skills.
- Knowledge and sensitivity to Indigenous cultural issues and comfort working with diverse cultures. Speaking an Indigenous language is an asset.
- Comfort and ability to complete forms and interpret information for clients.
- Ability to travel to community agencies. A valid class 5 driver's license and access to a reliable and properly insured vehicle is considered an asset.
- An up-to-date Criminal Record Check with the Winnipeg Police Services.

The John Howard Society of Manitoba is committed to achieving employment equity for designated groups in our workforce.

We strongly encourage applicants who identify as being First Nations, Métis, or Inuit to self-declare in their resume or cover letter.

Applications for this position must be submitted by 4:30pm on **October 14, 2022.**

*Applications for this position should be made in writing to
Sharon Perrault, Executive Director
John Howard Society of Manitoba
583 Ellice Avenue
Winnipeg, MB R3B 1Z7
Or by email: sperrault@johnhoward.mb.ca*

