

John Howard Society of Manitoba Inc. Job Posting

The John Howard Society is a not-for-profit organization with approximately 20 employees covered under a single collective agreement.

Position: Reintegration Program Co-Facilitator

Employment Type: Varying Days/Evenings and Hours

Position Type: Unionized

Salary: \$25.87

Benefits: N/A

Tentative Start Date: As soon as possible

Closing Date for External Applicants: Ongoing until the position has been filled.

**Only external applicants who meet the minimum requirements will be contacted for an interview.*

The Position: In keeping with the mission statement, values and principles of the John Howard Society of Manitoba, the Reintegration Program Co-Facilitator will work directly with the Reintegration Caseworker/Program Facilitator to provide programming to participants who are exiting both the Provincial and Federal Correctional Facilities.

Duties and Responsibilities:

The Reintegration Program Co-Facilitator will assist the Reintegration Caseworker/Program Facilitator before, during and after a program has been delivered.

Pre-Program Session

- Arrive 1 hour before session.
- Set up chairs.
- Make coffee/put out snacks.
- Review session with Reintegration Caseworker/Program Facilitator.
- Discuss any concerns/questions with Reintegration Caseworker/Program Facilitator.
- Greet participants at the front door.

During Program Sessions

- Follow the program session outline.
- Assist the Reintegration Caseworker/Program Facilitator, facilitate during sessions.
- Assist with flip charts and group exercises.
- Observe participant's interactions/behaviours.



- Report any questionable/concerning behaviours to the Reintegration Caseworker/Program Facilitator.
- Conduct themselves in a professional manner (Respectful, Positive Attitude, Polite, Ethical, and Appropriate Attire)
- Approve each participant with a non-judgmental attitude when working with and communicating with participants.
- Caseload Management; Prepare notes and end-of-session progress reports.

End of Session

- Clean up of Program Room (put chairs away, clean coffee area, wash cups)
- Debrief on Session.
- Leave the building together with the Reintegration Caseworker/Program Facilitator, for safety reasons.

Preferred Assets and Qualifications:

- Ability to develop and maintain ongoing professional relationships with community collaterals.
- Willingness to adapt to new concepts, techniques, and best practices.
- Work effectively as part of a team.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Able to maintain the highest level of confidentiality.

Education:

- Bachelor of social work or any social sciences degree from a recognized institution is considered an asset, but not a requirement.

Experience:

- Minimum of 2 years experience working with individuals who have been involved in the criminal justice system is considered an asset, but not a requirement.
- Minimum of 1 year of experience facilitating a group program is considered an asset, but not a requirement.
- Experience working with various cultures and ethnic groups.
- Experience in report writing and working with other stakeholders and agencies.
- Experience working with persons who have addictions, and struggle with mental health, learning, and intellectual challenges is considered an asset but is not a requirement.



Knowledge:

- Working knowledge of Microsoft Office software, including Word, Excel and Outlook.
- A general understanding of trauma and its impact on those who have been involved in the criminal justice system is considered an asset but is not a requirement.
- Knowledge of community resources is considered an asset but is not a requirement.

Abilities:

- Excellent oral communication and group presentation skills.
- Demonstrated skills and abilities in proactive and peaceful conflict resolution.
- High degree of self-motivation.
- Ability to practice appropriate boundaries and professionalism.
- Demonstrate a desire to help others.

Must have before applying:

- An up-to-date (within 6 months) Criminal Record check from Winnipeg Police Service.
- An up-to-date (within 6 months) Adult Abuse Registry clearance.
- Fingerprint criminal record check from Winnipeg Police Service.
- Able to qualify for Enhance Security Clearance with Correctional Service Canada.
- Current First Aid/CPR certification.

(Note: JHSM will reimburse the cost of the above checks with the original receipt if you are a successful candidate.)

In addition to the above, this position requires the following:

- Ability to communicate effectively in English both orally and in writing.
- Must be legally entitled to work in Canada without any restrictions in social services.

Reporting Relationship:

This position reports to the Reintegration Caseworker/Program Facilitator

Our Commitment to Equal Opportunity Employment

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

We encourage all applicants to apply especially external candidates who identify as First Nations, Indigenous, Inuit or Metis, visible minorities or persons with disabilities who meet the required qualifications.



We kindly request that all external applicants self-declare in their resume. No cover letter is required.

*Applicants who are selected will be contacted for a pre-screening phone interview. Those who move on may be required to complete a realistic job preview, which entails facilitating part of the program.

Please email your resume to Matt Sciangula at careers@johnhoward.mb.ca

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