

## **John Howard Society of Manitoba Inc. Job Posting**

The John Howard Society is a not-for-profit organization with approximately 30 employees covered under a single collective agreement.

**Position:** Community Release Caseworker

**Position Status:** 1.0 - Full-Time (37.5 hours/ week)

**Employment Type:** Unionized

**Position Salary:** \$26.65 /hr

**Hours:** Monday – Friday (8:30 am or 9:00 am – 4:30 pm or 5:00 pm)

**Benefits:** Generous benefits package after the successful completion of six months of employment

**Tentative Start Date:** ASAP

### **POSITION SUMMARY – *Community Release Caseworker***

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Reporting to the Executive Director, and in alignment with the mission, values, and principles of the John Howard Society of Manitoba, Inc. (JHSM), the Community Release Caseworker will support immigrants who have been released to reside in the community, as an alternative to detention, and are enrolled in the Community Case Management Supervision program (CCMS). It involves regular ongoing interactions and management of the individuals to ensure that they are abiding by the terms of the CCMS agreement and their release conditions and continue to access relevant services to address their specific needs.

### **MINIMUM REQUIREMENTS - *Education and Experience***

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- Completed (minimum) Grade 12 education with a post-secondary degree or diploma in the related field or a suitable combination of experience and or training.
- A minimum of two years' experience working with individuals requiring social services or engaged with the criminal justice system.
- Exceptional written communication and organizational skills to effectively support case assessment and management.
- Exceptional written, verbal communication and interpersonal skills, demonstrating clarity, professionalism, and effectiveness in all interactions.
- Strong organization and time management abilities, capable of prioritizing tasks to meet deadlines efficiently.
- Proven ability to manage complex interventions and perform efficiently under pressure.
- Proficient in Microsoft Word and Excel.
- Must provide an up-to-date Criminal Record check, including the vulnerable sector search, and Adult Abuse Registry Check.
- A valid Class 5 driver's license and access to a vehicle during work hours is required.
- Must be cleared by Manitoba Justice to enter all correctional institutions.
- Must also be cleared by the Canada Border Services Agency (CBSA).
- Proficiency in French is considered an asset.
- Experience working with immigrant populations is advantageous.



- Knowledge of the Immigration and Refugee Protection Act and familiarity with the Canada Border Services Agency's authority to arrest, detain, and remove individuals deemed inadmissible to Canada is an asset.
- Experience in implementing effective community interventions and support systems is highly desirable.

## **REQUIRED ATTRIBUTES**

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- Exceptional written and verbal communication skills, demonstrating clarity, professionalism, and effectiveness in all interactions.
- Strong organizational and time management abilities, capable of prioritizing tasks to meet deadlines efficiently.
- Consistency and attention to detail in following established processes and performing daily responsibilities.
- Proactive, self-motivated problem solver with a demonstrated ability to anticipate needs and address issues independently.
- Flexibility and adaptability to handle a dynamic work environment with changing priorities.
- High level of confidentiality and discretion when handling sensitive information.
- Demonstrated ability to work collaboratively as part of a team while maintaining autonomy in individual tasks.
- Proactive approach to identifying and resolving issues quickly and efficiently.

## **POSITION BENEFITS**

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- The Employer contributes to benefits, including medical, dental, vision, life insurance, and pension.

## **DUTIES AND RESPONSIBILITIES**

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- Foster positive working relationships and maintain consistent communication with CBSA staff, Immigration and Refugee Board (IRB) personnel, and other professionals involved in the client's case.
- Conduct thorough and effective interviews with individuals in detention to gather essential information.
- Complete standardized assessments to evaluate clients' risk factors and needs.
- Develop and implement risk-reduction plans with clear, achievable goals.
- Participate in national call meetings or training held or hosted by JHSM.
- Prepare to attend or report to the CBSA office as required.
- Stay informed about community resources, making referrals to relevant service agencies and educational/vocational programs as needed.
- Prepare timely reports for the IRB or CBSA, detailing case plans and progress.
- Maintain accurate and up-to-date client records in the information management system, including assessment results, intervention plans, and other relevant documentation.
- Produce additional written reports and records as required.
- Collect and submit information for program evaluation, including quarterly statistical reports.
- Provide coverage and testify at IRB hearings, when necessary.
- Participate in client-related meetings and obligations, as appropriate.



- Build partnerships with community resources to support and sustain client progress.
- Contribute to maintaining a positive and productive work environment.
- Stay current with relevant evidence-based research.
- Engage in continuous professional development, participate in program evaluations, and perform additional duties as assigned.

## IDEAL CANDIDATE

The ideal candidate for this position will have extensive experience working directly with immigrants and immigrant communities, as well as with the Canadian Border Security Agency in any capacity. The ideal candidate will possess a strong understanding of the complexities involved with supporting immigrants who have been released to reside in the community, as an alternative to detention, and carry a demeanour of service, support and inclusion.

## 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 candidates who identify as First Nations, Indigenous, Inuit or Metis, visible minorities or persons with disabilities who meet the required qualifications.

**Members of these communities are encouraged to self-declare in their cover letter or resume.**

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**Please email your cover letter and resume to Matt Sciangula at  
[careers@johnhoward.mb.ca](mailto:careers@johnhoward.mb.ca)**

**The John Howard Society of Manitoba**

