



Job Title: Criminal Justice Case Manager
Program: Community Connection Services
Reports to: Team Lead, Community Connection Services

Community Connection Services is the first point of contact for individuals seeking services, referrals or information. As part of Community Connection Services, this position provides comprehensive community based case management services for individuals within the criminal justice system.

Responsibilities

- Participates as a member of a high performance, multi-service team providing ongoing and brief case management for an assigned caseload of clients with mental health/addiction concerns and are also involved in the criminal justice system (i.e. Probation, Bail Program)
- Provide triage supports as required
- Conducts comprehensive assessments including OCAN, Gains and Falls Assessments
- Documents all client contacts as per agency documentation expectations
- Follow up with referral sources and recommend services and connections to community resources
- Provides support to clients, for up to three months in duration, and determines whether long-term services are required
- Provides case management services in an individualized, supportive and flexible manner
- Advocates and assists clients to navigate the Mental Health System and link to appropriate services
- Consults and collaborates with community resources (i.e. probation and parole, Bail programs, etc.).
- Works within the criminal justice system and other community organizations assisting clients navigate through the justice system from time of arrest
- Assist clients with arranging legal advice, advocating on behalf of client and completing any necessary advocacy work
- Attends probation meetings with clients, supporting clients with probation requirements, reviewing orders with clients, assisting clients with obtaining resources to prevent recidivism and encouraging clients' well being
- Attends court proceedings (as appropriate), ensuring clients understand the process and outcomes
- Work with clients released from custody and ensuring clients have knowledge and are able to access alternate community supports (i.e. housing, crisis beds, etc.).
- Provide on-call services to clients and acts as back up coverage to staff, as required
- Performs other tasks as assigned by management

Requirements

- Post-secondary education in criminal justice and a minimum of two years related experience or equivalent combination of education and experience
- Sound knowledge the Criminal Justice System, Mental Health Act, Health Care Consent Act, social service benefits and related legislation in Ontario
- Ability to develop and maintain a positive therapeutic relationship with clients, caregivers and families
- Ability to develop and maintain positive relationships with community partners and represent the agency in a professional manner at all times

- Excellent communication (written and verbal) skills
- Ability to acquire and utilize community resources effectively to meet client needs
- Excellent problem-solving skills to weigh all factors when assessing clients
- Ability to adapt to changing circumstances
- Ability to organize and present information
- Ability to work a variable schedule which may include evenings and weekends as required
- Valid Ontario Driver's license, access to a dependable vehicle in safe working order and appropriate insurance coverage
- Knowledge of MS Office (Word, Excel, PowerPoint, and Outlook), as well as the internet

Application Procedure

1. Forward cover letter and resume to: recruitment@cmhadurham.org
2. Deadline for applications is **November 19, 2018**

CMHA Durham endorses the principles of workforce diversity. All qualified candidates are encouraged to apply; however only those selected for an interview will be contacted. Accommodations are available upon request.