



**Employment Opportunity
Full Time Case Coordinator
Edmonton Drug Treatment Court Service**

Edmonton John Howard Society (EJHS) is a CARF accredited community-based crime prevention organization that has been operating in Edmonton since 1949. Our mission is “through our programs and services we work to prevent crime and to help people affected by crime”.

The Edmonton John Howard Society provides the following:

- Strong focus on employee wellness and work-life balance
- Service recognition and employee awards
- Professional Development opportunities
- Staff teambuilding and appreciation days
- Competitive health, dental and RRSP benefits

We are a values-driven organization that supports clients from a strength-based approach. If your values are aligned with our core values listed at: <https://johnhoward.org/about-us/core-values>, please consider joining our team.

Edmonton Drug Treatment Court Service offers community-based treatment support services to the participants (clients) of the Edmonton Drug Treatment Court, Provincial Court of Alberta. Working together with a multidisciplinary team, the Drug Court program involves a process of intensive judicial supervision of treatment, rehabilitation, community restoration and community reintegration for individuals who have become involved in the criminal justice system as a result of their drug addiction. The program works in partnership with multiple government ministries and community agencies and organizations to provide the link to resources for participants and is funded by Alberta Justice & Solicitor General.

We are looking for someone to join our team who has extensive experience with case management, has a strong knowledge and the application skills to work with addictions and criminality, and can work transparently and collaboratively in a team environment. The successful candidate for this position must be comfortable working with an abstinence-based perspective. Your resume will not be considered if you do not meet the minimum criteria. For qualification and skills as listed below.

This is a full-time salaried position with hours of work Monday through Friday 815 a.m. to 430 p.m. and occasional requirement for flexibility in hours.

Responsibilities:

- Manage an intensive case load of over 20 clients. Facilitate and coordinate intensive treatment plans on an ongoing and daily basis. This role requires continuous monitoring of case plans as circumstances are ever changing.
- Have effective interview and assessment skills, the ability to determine addictive patterns and behaviors and the criminality associated with those behaviors. Knowledge of the RNR model of service delivery.
- Have a high level of knowledge about community resources and have the skills to liaise professionally and assertively to access supports, programs, and resources for the clients of the program.

- Have the ability to enforce rules and hold clients to a high level of accountability, while supporting progress and working from a strengths-based approach.
- Have a strong understanding and knowledge of various cultures and belief systems and the ability to work without bias or judgement when managing client circumstances and issues.
- Have a comprehensive understanding of how trauma, addiction, and criminal behavior intersect.
- Working knowledge of the Drug Court provincial and national standards and principles and how they apply in a drug court program.
- Facilitate drug analysis testing as required.
- Participate in case conferences, pre-court meetings, court attendance and unit agency meetings and committees.
- Demonstrate a collaborative approach in a multi-disciplinary team.
- Contribute to a positive workplace culture.

Qualifications/Skills

- Degree or Diploma in Human Services or related field.
- Minimum 3 to 5 years complex case management experience.
- Experience and understanding of working with addictions and mental health.
- Knowledge of correctional services and the offender population.
- Excellent documentation and communication skills.
- Demonstrable history of reliability and professionalism.
- Align with the EDTCS agency philosophy and core values.
- Criminal record check and vulnerable sector check.
- Standard First Aid and CPR.

Compensation:

The annual salary for this position is \$50,000.00 with a competitive benefits package available upon successful completion of the probationary period.

To apply, submit a resume and brief cover letter clearly outlining your directly related experience and qualifications for the position to:

csmith@johnhoward.org

Please include “Case Coordinator” in the Subject Line of the email.

Competition will remain open until the position has been filled by a suitable candidate.

Safety and harmony in our community

Edmonton John Howard Society is committed to achieving a diverse workforce and strongly encourages applications from people of Indigenous heritage, and people from culturally diverse backgrounds.

www.johnhoward.org