

Part-Time Employment Opportunity: Program Assistant – Circles of Support and Accountability/Open Circle

Initiatives for Just Communities (IJC) is a non-profit, charitable organization that operates four community justice programs: El'dad Ranch, Touchstone, Open Circle, and CoSA. These programs support people with intellectual disabilities, Fetal Alcohol Spectrum Disorder (FASD), and those who are currently, or have been previously, incarcerated. IJC is committed to restorative justice practices, which honour the community and foster a sense of belonging.

IJC supports many Indigenous and culturally diverse participants. As an organization, we acknowledge our need to strive toward a workforce that is a fairer representation of the communities we serve. We value diversity and aim to foster an inclusive work culture where everyone's contributions and personal development matter.

Circles of Support and Accountability (CoSA) and Open Circle (OC) are volunteer-based programs. CoSA offers a caring community around people with violent and sexual offending histories, who are at high risk of harming themselves and others. Volunteers and staff offer a supportive environment to carry out accountability work with those integrating into the community after incarceration, serving Parole or Probation, or simply feel they need additional support to live safely.

Open Circle is a prison visitation program offering caring, non-judgmental support. The program seeks to support the healthy integration of people in prison back into the community by offering hope and help to create an environment in which a person in prison or out on the street can choose to take steps toward positive growth.

Program Assistant Responsibilities:

CoSA

- Coordinate and facilitate weekly meetings with each assigned Core Member and volunteers
- Regular check-ins and debriefing with volunteers
- Regularly update the Associate Program Director on circles, especially on issues of safety and circle members' well-being

Open Circle

- Regularly visit participants at Stony Mountain Institution and Headingley
- Interview new potential participants
- Organize monthly Community Coffee House for participants and volunteers
- Assist in providing community support to individuals released into the community

General

- Maintain good relationships with Correctional staff, including Parole/Probation and Forensic Psychological Services
- Assist in supporting and supervising volunteers
- Attending regular staff meetings
- Ensure documentation for the above listed responsibilities is completed in a timely manner

Qualifications:

- Complete a Criminal Record Check, and Child Abuse Registry Check
- Class 5 Drivers License with Drivers Abstract
- Complete CoSA training within the first 3 months of employment
- Ability to obtain Correctional Service of Canada volunteer status and Manitoba Justice volunteer clearance
- Willing to support the goals and vision of Initiatives for Just Communities

Required Skills:

- Ability to work independently and as part of a team
- Demonstrated relational skills with diverse groups of people
- Ability to organize and plan effectively
- Basic understanding of Microsoft Office/Office 365

Assets:

- Training/experience in conflict resolution.
- Experience or education working in the social services field

Terms:

- Starting hourly wage \$15.95 to \$18.76 depending on experience
- Some evening/weekend work
- 15 hours weekly, 7.5 hours per week with CoSA, 7.5 hours per week with Open Circle (flexible hours)
- There is a 6 month probationary period

Benefits include:

- Employee and Family Assistance Services
- Paid Sick Leave

Apply by emailing Cristiane De Lima at resumes@initiativesjc.org with “OC-CoSA Application” in the subject line.
Application due date: July 25, 2022