

## **Full-time Employment Opportunity: Associate Director for Participants Services**

Immediately Hiring.

- Full-time employment, 75 hours biweekly. Monday to Friday standard work week
- Additional evening, weekend, and overtime hours are as required to accommodate events, crisis support and on-call rotation.

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.

The Associate Director for Participants Services assists individuals and groups of participants in identifying, understanding and overcoming personal problems and achieving personal objectives.

Reports to the Director of Operations.

### **Duties and Responsibilities:**

- Receive referrals, interview participants, prepare case histories and assess the most suitable program to support the individual.
  - Finalizing the case plans and supports before sending to the program manager for use in their funding proposal.
- Liaise with CLDs and PASS referrals and identify additional or alternative sources to increase resources for participants.
- Develop and implement programs to assist participants in determining goals and means of attaining them.
- Evaluate the effectiveness of current support programs and initiate new support programs for existing participants.
- Follow up on results of current support plans and propose person-centered adjustments as needed.
  - Working in collaboration with behaviour specialists, psychiatrists, psychologists to develop behaviour plans and the implementation of plans. Developing participant specific training for direct support workers.
- Prepare assessment, progress, follow-up and court reports.
- Oversee all aspects of Case Management.
  - Advise coordinators and case managers, ensuring they are:
    - Building good relationships with external professionals.
    - Reviewing IRs and case notes.
    - Participant Profiles are being completed and up to date.
  - Multi system involvement; criminal justice, psychiatry, medical, financial etc.
    - Working in collaboration with medical professionals like occupational therapy, home care, counsellors, clinicians, physicians, etc.
  - Collaboration with Case Manager in developing transitional plans with participants who are transitioning towards more independence and less supportive models in other programs.
- Crisis support, giving direction to coordinators and their teams.
  - Developing safety plans and reassessing regularly to ensure effectiveness.
- Performs other duties as required by the Operational Director.

## Qualifications and Requirements

### 1. Education and Experience:

- Must have a minimum of bachelor's degree in the field of counselling, therapy, mental health, psychology or a related social service.
- At least three years of experience working with individuals with intellectual disabilities and FASD.

### 2. Skills, Knowledge, and Abilities:

- Excellent communication skills, both interpersonal and written.
- Critical thinking and creative problem-solving skills.
- Ability to work collaborative and respectfully and provide direction to a diverse team.
- Ability to work collaboratively with individuals and systems representing a wide range of cultures, ideals, values, and belief systems.
- Strong planning and organizational skills.
- Ability to assess risk and set safe & appropriate boundaries.

### 3. Requirements:

- Legally able to work in Canada.
- Must have a current driver's license and a good driving record.
- Satisfactory completion of a Criminal Record Check with the Vulnerable Sector Check; and Adult and Child Abuse Registry Checks.
- Must pass work and personal reference checks.

## Terms:

- There will be a three-month probationary period.

## Wages and Benefits:

- IJC group benefits package after the probation period for full-time employees.
- RRSP after one year with 5% company match.
- Employee and Family Assistance Services.
- Paid Sick Leave.
- Annual wage between \$57,987.36 and \$67,216.28. Depending on Experience and Education.

Apply by email to [resumes@initiativesjc.org](mailto:resumes@initiativesjc.org).

Please refer to **Associate Director for Clients Services** in the email title.

Applications will be reviewed on a rolling basis until the position is filled