

Elizabeth Fry Society of Manitoba (EFSM)

Job Title: Bail Verification and Supervision Program Worker

Reports To: Bail Verification and Supervision Program Supervisor

PURPOSE

To provide verified information by verbal and written reports to the Courts in accordance with prescribed procedures and policies, within agreed timescales to facilitate the courts decision with regard to bail.

PRIMARY RESPONSIBILITIES

- To interview women who meet the bail program criteria in order to obtain verification information;
- To provide verification reports to the Courts of an accused's suitability for bail;
- To ensure that the women understand the expectations of bail, their rights and obligations;
- To ensure that adequate supervision services are available to women who are released from custody by the courts;
- To ensure that sufficient evidence has been gathered to enable the Court to establish a violation that is both willful and provable according to the laws of evidence; and
- To commence a breach of bail conditions.

SECONDARY RESPONSIBILITIES

- To connect Aboriginal women to Aboriginal community resources as needed, such as substance abuse treatment, debt counselling, housing, social assistance and education, to comply with the conditions of bail;
- To connect women to community resources as needed, such as substance abuse treatment, debt counselling, housing, social assistance and education, to comply with the conditions of bail;
- To provide access for Aboriginal women to Traditional Medicine People, Pipe Carriers, Elders and Traditional Healers for their healing journeys; and
- To provide information to the women of the procedures involved in varying a condition(s) of bail.

INTERACTION WITH PUBLIC

- Ability to interact respectfully with a wide variety of people on various issues

WORKING CONDITIONS AND ENVIRONMENT

- Ability to work flexible hours as determined by the Executive Director and the Bail Verification and Supervision Program Supervisor in relation to service requirements;
- Mental effort required in multi-tasking and handling interruptions that require constant refocusing.

PHYSICAL DEMANDS

- The Bail Worker will be working out of the office in numerous environments such as The Winnipeg Remand Centre, the Portage Correctional Centre, women's place of residence, court, and collaterals offices;
- The Bail Worker will be working in an office setting at a desk, using office equipment and a computer;
- The Bail Worker will be faced with constant interruptions and inquiries by collaterals and clients;
- There is a number of time sensitive deadlines associated with this position. It is important that the Bail Verification and Supervision Program Worker be able to deal with the pressure of time sensitive duties;
- The Bail Worker will also have to do some lifting of supplies and materials from time to time;
- The Bail Worker will also have to assist clients in lifting and/or carrying of belongings and food bank packages from time to time;
- The Bail Worker must also deal with a wide variety of people including Crown Attorney, Criminal lawyers, the Winnipeg Remand Centre staff, the Portage Correctional Centre staff, the Bail Program staff, clients, other referring organizations, the Winnipeg Police Services on various issues relevant to the Bail Program and the Agency's mandate.

KNOWLEDGE AND SKILLS REQUIRED

- University degree an asset
- Knowledge of the criminal justice system
- Excellent assessment and evaluation skills
- Excellent interpersonal skills and written skills
- Good leadership and organizational skills
- Ability to coordinate cross-programming requirements with other coworkers;
- Sensitivity to and ability to work in a cross-cultural context with ethno-racial communities and groups including sensitivity to different cultural beliefs
- Ability to function independently and within established parameters
- Computer literacy including skills in word processing
- Ability to work effectively and productively with limited supervision and under stress of deadlines;
- Ability to maintain confidentiality;

- Ability to work within the policies, procedures and the vision, mission and core values of the Elizabeth Fry Society of Manitoba; and
- Valid Manitoba driver's license and vehicle.

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.