

POSITION DESCRIPTION

<u>Position Title</u>	Volunteer Community Consultation Member – Federal Services
<u>Purpose</u>	<p>Community Residential Facility Standard F.11 “The agency shall ensure that a person or persons, representing the interest or concerns of the local community, review and make a recommendation on all applications for residency. The persons selected may be on an Admissions Committee, Advisory Board/Committee or other similar body, and shall not have a salaried position with the agency or an interest in the financial management of the agency”.</p> <p>In order to comply with the above standard F.11 the John Howard Society of the Lower Mainland Community Consultation Member will assist in determining the suitability of offender applications for residency within the John Howard Society’s Federal Services Community Residential Facilities. The results will be shared with the National Parole Board, Correctional Service of Canada and the Offender.</p>
<u>Time Commitment</u>	<p>Looking for volunteers who can dedicate approximately 3 hours on a bi-weekly basis. Scheduling of meetings to be arranged with the site manager.</p> <p>Volunteers are asked to commit to a time period of one year or more.</p>
<u>Working Relationship</u>	<p>Community Consultation Members work in conjuncture with the Manager of the Community Residential Facility to which they are assigned.</p> <p>A six-month probation period is observed. Letters of reference will be provided upon request after the probation period is successfully completed.</p>
<u>Responsibilities</u>	<p>The Community Consultation Member will:</p> <p>Complete a comprehensive file review on all applicants in order to make recommendations as to their suitability for residency. Considerations should include the interests of both the community and the individual.</p>

The above assessment procedure remains focused on three areas:

- The *first* is whether or not the risk to the community is manageable. Are the needs of the candidate going to be addressed sufficiently enough that any risk of offending will be managed? In assessing all candidates, consideration will be given to the potential impact the release may have on our community.
- The *second* is his motivation to be released to the Community and address his reintegration plan. Has the applicant expressed his plan for release to his Institutional Parole Officer? Has he demonstrated commitment to his correctional plan while incarcerated? Has his institutional performance been appropriate?
- The *third* is whether or not Guy Richmond Place, Hobden House or the Community have the services available to meet the applicant's needs. Through information provided by the applicable Correctional Services of Canada Parole Office, the applicant's identified needs will be shared with the member. Information that will be shared from Correctional Service of Canada documents may include Psychological reports, Correctional Plan Progress Reports, Police Occurrence Reports, Community Assessments, National Parole Board Comments and Special Reports.

Qualifications

Community Consultation Members must:

- Understand and agree with the Mission Statement and Core Values of the John Howard Society
- Qualify for enhanced security clearance
- Maintain strict confidentiality
- Have strong communication and listening skills, and be aware of client needs
- Have some knowledge of the criminal justice system
- Be reliable, flexible and organized
- Be independent and self-directed while working within the guiding philosophy of the agency