

## POSITION DESCRIPTION

**Position:** Practicum Student - Community Services Worker

**Purpose:** To provide a support network for all persons involved with the Criminal Justice System through information, advocacy and referral services. Providing individuals with support and resources can enable them to make positive, pro-social decisions, thus affording them the opportunity to become contributing members of the community.

**Time Commitment:** The program operates Monday to Friday 08:30 to 16:30. The number of days per week spent at the program will be dependant on the requirements of the placement.

**Working Relationship:** Practicum Students are accountable to the Coordinator of Volunteer and Adult Services.

**Responsibilities:**

The Practicum Student will:

- Provide needs assessment, information, support and advocacy, and referrals to clients in both the community and various institutions;
- Assist clients to identify problems and facilitate creative, effective, responsible problem-solving;
- Assist clients in developing realistic plans to achieve their goals;
- Provide support and encouragement to people over the phone and in person;
- Acquire materials and resources useful to clients;
- Maintain strict confidentiality;
- Assist with pre-release planning;
- Offer crisis support counsel and referrals;
- Partake in agency meetings;
- Be agreeable to "special projects" as assigned by the Coordinator of Volunteer and Adult Services.

## **Qualifications:**

Practicum Students must:

- Understand and agree with the Mission Statement and Core Values of the John Howard Society;
- Undergo a criminal record check;
- Have a background in social work, criminology, sociology, psychology, or a related field;
- Be willing to work with a variety of people and their families, regardless of their offence, background, culture and values;
- Have strong communication and listening skills, and be aware of client needs;
- Have sufficient life experience to offer useful assistance to people who often lack basic life skills;
- Have some knowledge of the criminal justice system;
- Be non-judgmental, assertive in setting boundaries, self-confident, patient, friendly and empathetic;
- Possess good computer skills;
- Be reliable, flexible and organized;
- Be tenacious and enjoy researching;
- Be independent and self-directed while working within the guiding philosophy of the agency.