

The Calgary John Howard Society

AN INFORMED COMMUNITY ACTIVE IN PREVENTING CRIME

Competition #2010-02CYESPC

The **Calgary John Howard Society** is a social service agency whose mission is "Promoting positive change through humane, just and informed community responses to crime and its effects". We take an active role in various aspects of crime prevention including restorative justice, social development and public legal education.

The Calgary John Howard Society is seeking a **Child and Youth Empowerment Strategy, Program Coordinator**

Full Time Position

Project Description:

The Child and Youth Empowerment Strategy is an exciting initiative that has been created to fill a gap in services for children and youth at risk that require intervention programming with a focus on problem-solving. The initiative is aimed at providing children and youth at risk with the skills necessary to make positive life choices. Participants 9-17 years of age, who are involved with or at risk of involvement with the criminal justice system, will have the opportunity to develop a positive sense of self, effective communication skills, problem-solving techniques, empathy and understanding, and conflict resolution skills

Reports To:

The Program Coordinator is accountable to the Calgary John Howard Society Youth Services Manager and the Assistant Executive Director.

Location:

The Program Coordinator will have permanent office space at the Calgary John Howard Society and will be expected to work at various youth agencies in the community on a regular basis.

Job Type: Full – Time position (37.5 hours/week)

MAIN OFFICE: 917 - 9 AVENUE SE
CALGARY, AB T2G 0S5
PHONE: 403.266.4566 FAX: 403.265.2458
E-MAIL: INFO@CALGARYJOHNHOWARD.ORG
WEB: WWW.CALGARYJOHNHOWARD.ORG

CHARITABLE BUSINESS NUMBER: 10754 2441 RR0001
MEMBER OF THE JOHN HOWARD SOCIETY OF ALBERTA

RAIDO HOUSE:
PHONE: 403.265.4566
FAX: 403.265.4583

BEDFORD HOUSE:
PHONE: 403.232.6388
FAX: 403.233.0855

BERKANA HOUSE:
PHONE: 403.640.8911
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WINDSOR PARK:
PHONE: 403.668.5230
FAX: 403.668.5147

Alberta **LAW**
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Job Purpose:

The Program Coordinator will develop, administer and evaluate the Child and Youth Empowerment Strategy. This will include, but is not limited to, developing curriculum for group workshops and individual sessions, obtaining referrals through marketing and networking, conducting intakes and assessments with potential participants, facilitating group workshops and individual sessions, administering program evaluation and follow-up, and composing written reports

Key Responsibilities:

- Curriculum development
- Identification of and marketing to various youth serving agencies
- Facilitation of group workshops
- Facilitation of one-on-one sessions
- Complete written reports
- Conduct individual assessments and progress reports
- Network with child and youth serving agencies
- Conduct program evaluations with participants

Competencies:

- Experience working directly with at risk children and youth
- Knowledge of issues related to at risk child and youth
- Ability to work independently in a working environment that requires self-initiation
- Enthusiasm for working in a collaborative environment where teamwork and self motivation are necessary for success
- Working knowledge of diverse cultures
- Familiarity with agencies in the child and youth sector and the range of community resources available to children and youth

Qualifications and Expertise:

- Post-secondary education in a relevant discipline
- Experience in direct service roles with vulnerable children and youth
- Experience in group and individual program facilitation
- Excellent ability to plan, organize, and prioritize
- Strong communication skills
- Satisfactory Criminal Record Check and Intervention Check

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Forward cover letter and resume to:

Stephen Watson
Calgary John Howard Society
917 – 9th Avenue S.E., Calgary, Alberta T2G 0S5
Fax: (403) 265-2458
careers@calgaryjohnhoward.org

Salary Range: \$36,824 – 38,477

Closing Date: February 26, 2010.

We thank all candidates who apply. Only those selected for further consideration will be contacted.

The Calgary John Howard Society is a non-profit organization, equal opportunity employer.

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