



Women/Youth Services Coordinator

Coverdale Courtwork Society is a not-for-profit women's organization that provides specific programs and services that identify and deliver essential resources to women and girls experiencing the criminal justice system. Our ultimate goal is crime prevention; our immediate goal is to make a difference in the lives of the women and girls who require the services of Coverdale. We are currently seeking a Women/Youth Services Coordinator to join our professional team.

Responsibilities:

- To support women and girls navigating through the court system (*attending court daily*).
- To provide support, release planning, program delivery and community referrals to incarcerated women at the Central Nova Scotia Correctional Facility and Nova Institution.
- To coordinate related follow-up services for these women and girls in the community.
- To facilitate Youth Programs (Voices Program) within the public school system in HRM in conjunction with Schools Plus.

Minimum Requirements:

- Possession of an undergraduate degree, or equivalent, from a recognized and duly accredited school; and related knowledge and experience.
- Knowledge and understanding of the criminal justice system
- Demonstrated experience working with marginalized women and girls
- Strong interpersonal communication skills (verbal and written)
- Computer competency, standard programs plus social media aptitudes.
- Suicide Intervention and Non-Violent Crisis Intervention an asset
- Current Criminal Records Check and Child Registry Check
- Valid Driver's License and access to a vehicle. Travel is required
- Ability to work independently as well as part of a team.

Annual Salary: \$32,500.00 - \$36,400.00 35 hours per week (Monday to Friday)

Closing Date for Resumes: Friday Sept. 14, 2018

Please merge cover letter with resume and submit to: execdircoverdale@eastlink.ca Att: Hiring Committee or Fax to: 902-425-3160.

Only applicants selected for an interview will be contacted.

Coverdale Courtwork Society is an equal opportunity employer.

Coverdale Courtwork Society
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