



## Position Opportunity

# Court Worker

Full-Time Position

### Organizational Mandate:

The Elizabeth Fry Society of Saskatchewan (EFS-SK) is a not for profit, charitable organization located in the Province of Saskatchewan and incorporated for the purpose of working with and advocating for women and girls in the justice system, particularly those who are or may be criminalized. It is an affiliated members of the Canadian Association of the Elizabeth Fry Societies (CAEFS).

### Responsibilities and Duties:

Reporting to the Executive Director of the EFS-SK, this position is responsible for:

- Supporting women/girls/LGBTQ2S+ who do not understand the court process, who do not know their rights and do not understand the steps to take.
- Attending court as a support.
- Assisting with court documents and applications.
- Liaise between women and their lawyer and prosecutors.
- Assist women in creating a plan to put forth for bail/show cause hearings.
  - plans could include housing, treatment, scheduling appointments, and community supports for where they are planning to reside.
- Attending prison in reach visits every two weeks.

### Essential Skills/Abilities

- Oral communication
- Strong written communication
- Working with others
- Problem solving
- Decision making
- Critical thinking
- Job task planning and organizing
- Continuous learning
- Naloxone Training

### Qualifications:

- Post-secondary education in related human services field or combined work and life experience relevant to the position.
- Preference will be given to those who have an understanding of the justice system.
- Possess a valid driver's license.
- Clean criminal record for two years or more to be in attendance for prison in reach.

**Application:** Please email cover letter and resume by July 10, 2022, to the attention of the Executive Director at [executivedirector@elizabethfrysask.org](mailto:executivedirector@elizabethfrysask.org). *No calls please.*