FIELD PLACEMENT DIRECTORY
RÉPERTOIRE DES STAGES

DÉPARTEMENT DE CRIMINOLOGIE
CRIMINOLOGY DEPARTMENT

UNIVERSITY OF OTTAWA
UNIVERSITÉ D’OTTAWA

2020-2021
Introduction (an English message follows)

This directory is a list of approved placement options for honours and masters students. Please refer to the Field Placement Guide for information regarding procedures and guidelines for field assignments.

The directory is organized according to two main types of placements. In the first section you will find placements directly related to front line individual or group intervention. The second section describes placements available in community development, research, policy analysis and program development.

We attempt to maintain this directory as up to date as possible. Nonetheless, please note that due to unforeseen circumstances (budget cuts, important staff turnover, restructuring of services and programs, etc.) Some agencies may decide to not participate in the program at any given time.

The Field Placement Coordinators are available to provide additional information about your placement options. Students are encouraged to consult the organization’s websites for additional information. To avoid confusion, please note that students cannot communicate directly with Field Placement Agencies unless it has been approved by a Field Placement Coordinator.
SECTION 1 INTERVENTION

JEUNES/YOUTH

CENTRE INTÉGRÉ DE SANTÉ ET DE SERVICES SOCIAUX DE L’OUTAOUAIS – PROTECTION DE LA JEUNESSE

YOUTH SERVICES BUREAU

Sherwood Detention and Custody

Community Justice Multidisciplinary Team

William E Hay Centre

Downtown Services and Drop-In

Evelyn Horne Young Women’s Shelter

Young Men’s Shelter

PROBATION SERVICES – MINISTRY OF CHILDREN AND YOUTH SERVICES

ADOJEUNE

PHOENIX HOUSE FOR YOUTH

JOHN HOWARD SOCIETY OF OTTAWA - YOUTH PROGRAMS

The Non-Residential Attendance Centre

Windrose Supportive Housing

A Different Street Supportive Housing

L’ALTERNATIVE OUTAOUAIS

LEADERS FOR LIFE PROGRAM

OPERATION COME HOME

TALITHA HOUSE

SERVICES AUX ADULTES/SERVICES TO ADULTS

COLLABORATIVE JUSTICE PROGRAM: RESTORATIVE JUSTICE OTTAWA (CJP)

DROITS ACCÉS DE L’OUTAOUAIS

EMPLOYMENT AND TRAINING SERVICES

JOHN HOWARD SOCIETY OF OTTAWA

CENTRES RÉSIDENTIELS COMMUNAUTAIRES DE L’OUTAOUAIS

Volet Résidentiel

Volet Communautaire

OTTAWA DRUG TREATMENT COURT

CENTRE D’INTERVENTION ET DE PRÉVENTION EN TOXICOMANIE DE L’OUTAOUAIS

BUREAU DE LIBÉRATION CONDITIONNELLE FÉDÉRALE – GATINEAU, QUÉBEC

FEDERAL PAROLE – OTTAWA AREA

DIRECTION DES SERVICES PROFESSIONNELS CORRECTIONNELS DE L’OUTAOUAIS

ADULT PROBATION/PAROLE – ONTARIO

MAISON DECISION HOUSE

HOUSE OF HOPE

CENTRE D’INTERVENTION EN ABUS SEXUELS POUR LA FAMILLE

SHEPHERDS OF GOOD HOPE

Transitional Shelter Services

CENTRE DE PLACEMENT SPÉCIALISÉ DU PORTAGE

COMMUNITY SERVICE ORDER PROGRAM

DONNE-TOI UNE CHANCE

DIRECT ACCOUNTABILITY PROGRAM

CANADIAN MENTAL HEALTH ASSOCIATION

SERVICES POUR LES FEMMES/WOMEN SERVICES

CENTRE ELIZABETH FRY DE L’OUTAOUAIS

MAISON FRATERNITÉ

CENTRE DES RESSOURCES DE L’EST D’OTTAWA

JF NORWOOD - ELIZABETH FRY SOCIETY OF OTTAWA

CENTRE D’AIDE AUX VICTIMES D’ACTES CRIMINELS

OTTAWA RAPE CRISIS CENTRE

OTTAWA VICTIM SERVICES

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SECTION 1 INTERVENTION
La mission de la protection de la jeunesse au sein du CISSS de l’Outaouais est actualisée à l’intérieur des mandats définis par la Loi sur les services de santé et les services sociaux, la Loi sur la protection de la jeunesse, la Loi sur le système de justice pénale pour les adolescents et le Code civil.

La mission vise à protéger les enfants et adolescents afin que leur sécurité et leur développement ne soient plus compromis, tout en leur offrant un projet de vie stable et permanent. Elle vise également à réadapter les adolescents qui ont des difficultés majeures de comportement, en les aidant à se développer en harmonie avec leur famille, leur communauté et la société.

Sommaire des responsabilités
La protection de la jeunesse au sein du CISSS de l’Outaouais offre des services spécialisés de qualité, de nature psychosociale et de réadaptation, en partenariat constant avec les personnes significatives et les communautés qui entourent les familles en grand besoin.

Les principales responsabilités sont les suivantes :

- Assurer la sécurité et le développement des enfants et des adolescents.
- Conseiller et responsabiliser les jeunes qui contreviennent aux règles de la société.

Stages en criminologie
Voici les principaux services pouvant accueillir des stagiaires en criminologie, ainsi qu’une brève description :

- Évaluation/Orientation : évaluer et orienter les signalements retenus afin de déterminer si les faits sont fondés et la sécurité et le développement d’un enfant ou d’un adolescent sont compromis.
- Application des mesures : mettre fin à la situation qui compromet la sécurité ou le développement d’un enfant ou d’un adolescent et prévenir les risques que cette situation se reproduise.

Voici les services pouvant accueillir à l’occasion des stagiaires en criminologie, ainsi qu’une brève description :

- Accès aux services : recevoir et traiter les signalements afin de déterminer si les situations correspondent à l’un des aliénas visés de la Loi sur la protection de la jeunesse.
- Jeunes contrevenants : intervenir auprès des adolescents qui nécessitent des sanctions judiciaires ou extrajudiciaires en vue de protéger la société dans une optique de réparation, de responsabilisation et de réadaptation.

Les stages en criminologie se tiennent habituellement à Gatineau dans les points de service de Hull, Gatineau, Aylmer et Buckingham. Ils peuvent se tenir à l’occasion dans les points de service de St-André-Avellin, et Maniwaki.
Modalités et contraintes du stage

- Réussir l'entrevue de groupe;
- Détenir un permis de conduire valide et un véhicule;
- Consentement à une vérification des empêchements LPJ et LSJPA et compléter une démarche de vérification complète des antécédents judiciaires (à remplir à l’entrevue) Tout stage en protection de la jeunesse est conditionnel aux résultats obtenus à ces démarches;
- De plus, les candidats doivent posséder les qualités suivantes: autonomie, capacité de débrouillardise et d’adaptation. Aussi, avoir un intérêt à travailler dans un contexte non volontaire. Maîtrise du français parlé et écrit.
- Participations à des formations telles que sur la protection de la jeunesse, l’entrevue non suggestive, et l’intervention en situation de crise.
- Stages automne et hiver.
The Livius Sherwood Detention and Custody Centre is an 8-bed facility serving male youth (aged 12 to 17) in open detention (pre-trial) and open custody (post trial).

The Sherwood Centres provides a series of educational options and life skills training that give youth the knowledge and practical skills they need in everyday life. Together with several community partners, we offer innovative programs and counselling to promote positive behavioural change.

**Summary of Duties**

**Students will have the opportunity to** work under the immediate supervision of a front-line Youth Worker and provide direct clinical services including: crisis intervention and on-going case planning involving client, family and relevant collaterals; maintaining current client files and completing required admission forms, plans of care, daily logs and summary reports; developing and delivering life skills modules to client groups; and advocating for clients and facilitating access to community resources and services.

**Field Placement Modalities and Constraints**

- Bilingualism an asset
- Variable work schedule (days, evenings, weekends)
- Possible 12 hour shifts
- Fall and Winter placements
- Candidates must be comfortable working in a high-risk environment
The Community Justice Multidisciplinary Team is comprised of the Youth Mental Health Court Worker, the Anger Management Program, the Transitional Youth Justice Worker, as well as the Reintegration Program. Students completing their placements with the Community Justice Multidisciplinary Team will either be working with the Youth Mental Health Court Worker or the Transitional Youth Justice Worker. The Youth Mental Health Court program redirects youth with mental health issues who are in conflict with the law towards programs and services that they, along with their families, need. The Transitional Youth Justice program provides support for youth transitioning from custody or detention back into their community.

**Summary of duties**

Students will have the opportunity to conduct complete assessments, facilitate referrals, prepare written recommendations for service plan, facilitate client meetings, advocate for clients, maintain both electronic and physical files, maintain updated information on community resources/services, recommend post program services, facilitate access to community resources and services as well as maintain ongoing contact with all professionals involved (lawyers, courts, probation, police services), as well as facilitating life skill development.

**Field Placement Modalities and Constraints**

- Bilingualism an asset
- Variable work schedule (days, evenings, weekends)
- Possible 12 hour shifts
- Fall and Winter placements
- Candidates must be comfortable working in a high-risk environment
William E Hay Centre

The William E. Hay Centre is a 40-bed residential facility serving male youth (aged 12 to 17) in secure detention (pre-trial) and secure custody (post-trial).

The William E. Hay Centre provides a series of educational options and life skills training that give youth the knowledge and practical skills they need in everyday life. Together with several community partners, we offer innovative programs and counselling to promote positive behavioural change.

Summary of duties

Students will have the opportunity to work under the immediate supervision of a front-line Youth Worker and provide direct clinical services including: crisis intervention and on-going case planning involving client, family and relevant collaterals; maintaining current client files and completing required admission forms, plans of care, daily logs and summary reports; developing and delivering life skills modules to client groups; and advocating for clients and facilitating access to community resources and services.

Field Placement Modalities and Constraints

- Bilingualism an asset
- Variable work schedule (days, evenings, weekends)
- Possible 12 hour shifts
- Fall and Winter placements
- Candidates must be comfortable working in a high-risk environment
Downtown Services and Drop-In

The Downtown Services and Drop-in is a street-front program of YSB. Located in Ottawa’s downtown core, the centre provides a safe place for youth aged 16 to 20 who are unstably housed, live in poverty, or are living on the streets. Here, youth connect with peers facing similar challenges in an environment of acceptance and respect. Working with counsellors, youth identify their needs, set goals and get connected to the support and services they need to achieve those goals. For some, this means filling basic needs—free access to telephones and the internet, showers, a food bank, clothing, laundry facilities, and a healthy meal. For others, the Drop-in is a lifeline to housing, crisis counselling, addictions treatment, health care and support on the journey to independence. The Drop-in is open from Monday to Friday from 12 - 6 p.m. and Saturday and Sunday from 1 - 6 p.m.

Summary of duties

Students will have the opportunity to work alongside staff, assisting clients with whatever the need may be. This may include referrals to community partners, short-term crisis counselling, housing assistance, etc. Students will also have the opportunity to learn about various community resources, do intakes, and help with groups.

Field placement constraints and modalities

- Bilingualism required
- Possible rotational schedule with evening and weekend shifts
- Possible 12 hour shifts
Evelyn Horne Young Women’s Shelter

This program offers young women aged 12 to 20 immediate access to safe housing. Open 24 hours a day, 365 days a year, the Evelyn Horne Young Women’s Shelter is always ready to welcome youth with nowhere else to turn. The shelter has 30 beds and offers both emergency shelter and transitional housing for up to a year. A lesbian/bisexual/transgender positive and culturally sensitive environment, the shelter provides a safe place for all young women. But it’s much more than a place to stay. Each young woman discusses her unique situation with shelter staff, who work with her to identify her needs and connect her with the services she may need to achieve independence. Young women who lack family support are connected with youth workers who help them develop a full “community plan” and get the skills they need to live independently. While participating in programs designed to help young women set goals and work towards them is encouraged, it is not necessary. All youth have the choice simply to have their basic living needs met, or to pursue opportunities to secure long-term housing and improve their lives. The shelters also help young people remain healthy by offering information on sexual health and addictions within a safe and non-judgmental environment. For young women aged 16 to 21, transitional housing is offered for stays of up to one year. These units give youth the opportunity to live semi-independently while they work towards their goals.

Summary of duties

Students will have the opportunity to work right alongside staff and will interact with clients on a day to day basis. Students will provide support with intake, goal planning, programming, and developing life skills.

Field Placement constraints and modalities

- Female candidates only
- Bilingualism required
- Possible rotational schedule with evening and weekend shifts
- Possible 12 hour shifts
Young Men’s Shelter

This program offers young men aged 12 to 20 immediate access to safe housing. Open 24 hours a day, 365 days a year, the Young Men’s Shelter is a 30 bed facility that is always ready to welcome youth with nowhere else to turn. Additionally, transitional housing is offered for up to one year, giving youth the opportunity to live semi-independently while working towards their goals. A gay/bisexual/transgender positive and culturally sensitive environment, the shelter provides a safe place for all young men. But the shelter is much more than a place to stay. Each participant discusses his unique situation with staff at the shelter, who work with him to identify his needs and connect him with the services he may need to achieve independence. Young men who lack family support are connected with youth workers who help them develop a full “community plan” and get the skills they need to live independently. While participating in programs designed to help young men set goals and work towards them is encouraged, it is not necessary. All youth have the choice simply to have their basic living needs met, or to pursue opportunities to secure long-term housing and improve their lives. The shelters also help young people remain healthy by offering information on sexual health and addictions, within a safe and non-judgmental environment.

Summary of duties

Students will have the opportunity to work right alongside staff and will interact with clients on a day to day basis. Students will provide support with intake, goal planning, programming, and developing life skills.

Field Placement constraints and modalities

- English, bilingualism an asset
- Possible rotational schedule with evening and weekend shifts
- Possible 12 hour shifts
Description of the agency’s mandate, goals and services/activities:

Youth Probation Services provide assistance, guidance, counseling, supervision, enforcement to youth prior to their 18th birthday who have been detained, placed on probation and/or received a custodial sentence by the Provincial Youth Justice Court. Offers the Community Service Order program directly to youth receiving a court imposed community service order as well as referrals to and collaboration with community based programs focused on reducing the risk to re-offend of such youth.

Summary of Duties

- Report Writing: Risk assessments and case management plans, Y-OTIS (Youth Offender Tracking Information System), Progress reports and Pre-Sentence Reports
- Liaison with Community Resources: Maintain contacts with community resources and collateral contacts, Arrange appointments/referrals, Correspondence, etc.
- Court duties: Attending court Proceedings, Court Intake, Pre-Sentence reports and other court related activities.
- Case supervision: duties include intake and assessment, case counseling and supervision, record keeping, maintaining collateral contacts, court attendance, etc. (These tasks are performed under the supervision of the field supervisor)
- Other duties: any other duties that need to be done in order to assist with office management.

Skills and competencies the student will develop while on placement

- Gathering and assessing information and writing of reports including pre-sentence reports
- Basic case management: completion of Risk assessment and case management plan, and case note writing
- Networking and liaising with community partners and acquiring knowledge of community based programs and their services.
- Court duty: completing the youth court intake process.

Field Placement Modalities and Constraints

- English and French. Bilingualism considered an asset.
- Criminal Records Check for the Vulnerable Sector CPIC
ADOJEUNE

Adojeune est un organisme communautaire qui œuvre majoritairement auprès d’une clientèle adolescente. Adojeune vise à améliorer la qualité de vie des jeunes par l’entremise de ses divers services et en favorisant son implication sociale. La prévention en toxicomanie, la lutte à l’itinérance et le bien-être du jeune sont au cœur de nos préoccupations. Les trois programmes suivants sont disponibles comme milieu de stage et permettront à vos stagiaires d’acquérir les apprentissages nécessaires à leur cheminement.

1. **Maisons de jeunes (être disponible de soir et occasionnellement de jour et fin de semaine)**

Adojeune comprend trois maisons jeunes qui se retrouvent dans le secteur Gatineau. Elles sont disponibles pour les jeunes de 12 à 17 ans. Elles sont des lieux de rencontres qui visent l’implication des jeunes soit dans l’organisation ou la participation d’activités diverses, telles que sportives, culturelles, artistiques, sociales, etc.

Tâches de la stagiaire :
- Animation d’activités
- Organisation d’activités
- Participation aux réunions d’équipe
- Travailler en équipe
- Prévention sur divers sujets
- Participer et organiser les activités d’autofinancement

2. **Prévention en toxicomanie (être disponible de jour et occasionnellement en soirée)**

Le volet de prévention en toxicomanie comprend divers services offerts tout au long de l’année scolaire. En voici un bref aperçu :

*Prisme Adojeune* : Divers ateliers sont donnés pendant l’année scolaire tant dans les écoles secondaires que primaires. Ils visent à sensibiliser les jeunes aux différents facteurs favorisant l’adoption d’un mode de vie plus satisfaisant, ce qui les éloignent de certaines difficultés liées à la consommation, la surconsommation de drogues et à la toxicomanie.

*Programme Acti-Midi* : Il s’agit d’une collaboration entre l’école secondaire de L’Érablière et Adojeune pour l’application d’un programme ayant pour objectif d’amener le jeune à réfléchir suite à une suspension en lien avec les drogues. À l’aide de divers projets intéressants les jeunes sont portés à se questionner sur leurs décisions ainsi qu’aux conséquences qui en découlent. Le but est de les valoriser avec une activité positive et constructive.

*Semaine de prévention de la toxicomanie* : Cette semaine qui a lieu généralement dans le mois de novembre est l’occasion de miser sur les saines habitudes de vie et de sensibiliser les jeunes à un mode de vie équilibré. Il s’agit de développer des outils permettant d’informer les jeunes sur les effets néfastes de la consommation et sur des alternatives à la consommation.

Tâches de la stagiaire :
- Participation à la formation « Tronc-Commun » sur la toxicomanie
- Co-animation des ateliers Prisme
- Préparation d’horaire et de matériel
Rédaction des rapports suite aux ateliers
Participer aux réunions d’équipe
Organiser des activités pour le programme Acti-Midi et la Semaine de prévention
Visiter les maisons de jeunes deux soirs par semaine afin de créer des activités de préventions avec l’intervenante pivot.

3. **Volet Travail de proximité L’Appart Adojeune (être disponible le jour et/ou le soir)**

L’Appart Adojeune est une ressource d’hébergement d’urgence qui accueille les jeunes de 13 à 17 ans vivant une situation de crise. Il s’agit d’un hébergement de 7 jours maximum. Les intervenants travaillent en collaboration avec les autres ressources du milieu et avec la famille du jeune. L’Appart se veut un lieu permettant aux jeunes de s’outiller et de vivre une expérience enrichissante pour son cheminement de vie.

Tâches de la stagiaire :
- Accueillir les jeunes.
- Remplir les demandes d’admission.
- Assurer un suivi individuel.
- Orienter le jeune vers les bonnes ressources.
- Offrir un support aux parents.
- Rencontres familiales.
- Effectuer les rapports
- Participer aux réunions d’équipe.
- Participer à la préparation des activités d’autofinancement.
Phoenix House for Youth Inc. is a non-profit organization run by an elected Board of Directors and fully funded by the Ministry of Children and Youth Services Ontario. Phoenix is a residential program for male youth who have come into conflict with the law (ages 12 to 18) and who have been either sentenced to Open Custody or remanded in Open Detention by the Youth Court.

We are designed to provide treatment services for a target client group who have lifestyle problems (typically drug and alcohol related) and who are capable of functioning in a continuing education program and who require a setting with limited access to the community.

Phoenix House for Youth Inc. provides a variety of services to the young males serving Open Custody/Detention in the residence. In the category of mandatory of core programs, residents participate in continuing education which is provided on site and is facilitated through an agreement under Section 23 of Ontario’s Education Act. Ottawa Catholic School Board provides the education for the Phoenix program.

Other core programs include individual and group counseling and education in the areas of substance abuse, nutrition, lifestyle and health-related topics, life skills and social skills development. In addition to these programs, each resident participates in recreational programming, employment counseling, discharge planning and has access to religious services and spiritual care.

**Summary of Duties**

- Supervision of clients
- Establish appropriate therapeutic relationship with clients
- Assist in facilitating constructive group interaction
- Teach basic life skills
- Help establish and monitor client plan
- Access community resources appropriate for the needs of the clients
- Ensuring for safety and security of all (key controls, cutlery counts, head counts/searches, etc.)
- Crisis intervention and Prevention Techniques
- Sharing ideas and opinions with staff team
- And much more

**Field Placement Modalities and Constraints**

- Must have a car and a valid driver’s license
- Placement in Fall only
- Bilingual
- Flexible work schedule (days, evening, weekends)
- Must submit to a Police Records check that is declared suitable for Vulnerable Sector Employment prior to commencing placement with the Phoenix Program.
- Provide a minimum of 3 reference sources that are verified prior to the student placement.
- Be prepared to provide a copy of their immunization record and a note from their doctor indicating that they are able to work within this type of environment
- Currently be certified or be prepared to be certified, in CPR/First Aid within a given time frame.
Three different programs of the John Howard Society offer placement opportunities for students: the Non-Residential Attendance Centre, Windrose Supportive Housing and A Different Street Housing Program.

The Non-Residential Attendance Centre

The Non-Residential Attendance Centre (NRAC) is an alternative to custody option for moderate-high risk youth in conflict with the law. This program in Ottawa aims to decrease reliance on custody and increase the use of community-based interventions. Working with such approaches as cognitive-behavioural therapy, motivational interviewing and other best practices research, NRAC counsellors provide intensive, highly-structured, and closely supervised programming. This is done through individual and group counseling services that target criminogenic need areas. The goal of the program is to reduce recidivism by providing youth with the skills and tools to successfully move forward.

Summary of Duties

Student responsibilities are determined based on the abilities and skill sets that the student brings to the placement and/or the skill sets that they would like to develop. These include:

- Assisting with group preparation (flipchart, photocopies); developing activities based on responsivity issues of the group
- Observing groups and/or assisting counsellors in the delivery of the group
- Assisting with supervision of youth during group breaks, pre/post group
- Assisting with food preparation/clean up, grocery shopping
- Observing/participating in individual sessions (with client’s agreement)
- Touring other youth justice agencies (Probation Services, Sherwood, William Hay, Courthouse)
- Assisting counsellors with day-to-day tasks (phone calls, meeting prep, review of assessments, shadowing of daily tasks)
- Participating in clinical team meetings

Field Placement Modalities and Constraints

- Car is preferable but not mandatory; student must be able to travel to multiple sites
- Advanced competencies in English (oral, written); French considered a strong asset
- Available during the day and evening; flexible work schedule
- Criminal Record Check within 6 months
- Previous experience with youth considered an asset
- Non-judgmental, empathic and enthusiastic attitude
- Flexibility and ability to adapt to ever-changing demands and needs of youth

All students will be required to submit resume. Based on resume, they may be selected for a formal interview. After interview, references will be done and the appropriate students will be selected. Interviews are in May/June.
Windrose Supportive Housing

Windrose (formerly Summerville Supportive Housing) is a longer term supportive housing program, specifically for young women, between the ages of 16 and 24, facing risks to community membership and participation. Young women living in this building will come from a variety of adverse backgrounds, but have this in common: a strong commitment to themselves, their future and their community. They will be pursuing higher education or meaningful employment. They may be parenting young children. They will be working to develop the resources in themselves and in their surroundings that will promote success across their lives. And, the certainty of affordable, safe and stable housing will provide a foundation on which to build such success.

Services provided:
- Access to safe and affordable longer-term apartment in an independent housing environment
- Supports and services form a gender-informed perspective to meet demonstrated needs in four major life areas: career, family, community and self
- Support in moving on to fully independent living
A Different Street Supportive Housing

A Different Street Supportive Housing provides long-term housing to young men, ages 16 and up, who are justice-involved and homeless, or at risk of being so. The John Howard Society of Ottawa and Youturn are partners in this program.

ADS provides male youth, regardless of their complexities and challenges, an opportunity to access safe accommodations and utilize on site-supports to assist with their life goals. Through these on-site supports, residents are assisted in actively addressing their specific personal, social, vocational, and health-related needs. As well, they are supported in developing the resources, including skills, attitudes, necessary for a successful future in a longer-term, more independent living situation.

This program strives to contribute to a reduction in the number of individuals using homeless shelters, living on the street or unstably housed, as well as to intervene with justice-involved and at-risk youth to decrease their risk of future offending and other problematic behaviours.

Services provided:

- Comprehensive assessment
- Collaborative case planning
- Individual counseling
- Practical assistance
- Safe, affordable housing
- Monitoring of court conditions
- Referral to other community resources

Summary of Duties

Student responsibilities are determined based on the abilities and skill sets that the student brings to the placement and/or the skill sets that they would like to develop. Bi-weekly goals are developed between the student and their supervisor to assist the student in gaining relevant skills and knowledge. These include:

- Assisting with group preparation-developing activities based on responsivity issues of the group, flipchart, photocopies
- Observing groups and/or assisting Counselors in the delivery of the group
- Assisting with supervision of youth during group breaks, pre/post group
- Assisting with food preparation/clean up, grocery shopping
- Observing/participating in individual sessions (with client’s agreement)
- Touring other youth justice agencies (Probation Services, Sherwood, William Hay, Courthouse)
- Assisting counselors with day-to-day tasks (phone calls, case notes)
- Participating in clinical team meetings

Students will develop the following skills while on placement: group facilitation skills; individual counseling skills; approaches in working with high risk/high needs youth; ability to respond to responsivity issues; application of “best practices” literature (risk/need/responsivity, program integrity); develop/learn the skills necessary to establish therapeutic relationships; critical analysis; problem solving skills; ability to work independently and take initiative, as well as working with a team.
Field Placement Modalities and Constraints

- Car is preferable but not mandatory; student must be able to travel to multiple sites
- English speaking
- Available during the day and evening; flexible work schedule
- Criminal Record Check within 6 months
- Previous experience with youth an asset; non-judgmental, empathic and enthusiastic attitude; flexibility and ability to adapt to ever-changing demands, needs of youth; Willingness to participate in formal application process. All students will be required to submit resume. Based on resume, they may be selected for a formal interview. After interview, references will be done and the appropriate students will be selected. Interviews are in May/June.
L’ALTERNATIVE OUTAOUAIS

Le mandat principal est d’impliquer des adolescents dans une démarche de la réparation suite à un délit dans le cadre de la Loi sur le système de justice pénale pour les adolescents. L’Alternative Outaouais élabore différentes activités de sensibilisation et de prévention pour les adolescents via les écoles, les maisons de jeunes et les autres ressources communautaires. Des services de résolution de conflits auprès des gens ayant vécu des litiges ou toute autre situation conflictuelle avec leur entourage sont aussi offerts.

Les objectifs de l’organisme sont : administrer et développer des programmes de justice alternative; de promouvoir la justice alternative auprès de la population et sensibiliser cette dernière aux différents processus de résolution de conflit; développer et soutenir les initiatives locales de prise en charge de gestion des infractions, des litiges et des conflits; participer à la gestion et à l’application des programmes de mesures et de sanctions judiciaires et extrajudiciaires inhérents aux lois en vigueur.

Sommaire des responsabilités

- Gestion de dossiers (application de mesures-travaux communautaires, lettres d’excuses, groupes de développement d’aptitudes sociales, etc.)
- Consultation auprès des personnes victimes
- Animation de groupe (victimisation, influence)

Modalités et contraintes du stage

- Posséder une automobile pour les fins du stage
- Bilinguisme est un atout
- Connaissance du milieu
Leaders 4 Life is a dynamic, innovative teen leadership program with the Boys and Girls Club of Ottawa. The essence of the program is to engage some of our at-risk youth with a program that would meet weekly as a group and cover group leadership topics, as well as one-on-one time with a group leader to review individual goals.

The four components are:

- Individual (personal choices, self-confidence, goals)
- Family (Supporting roles with parents and siblings)
- School (Planning, Effort, Achievement)
- Community (Involvement, Contributing, Volunteerism)

**Summary of Duties**

- Help plan and develop the L4L program including program and evaluation components;
- Participate in the recruitment and screening of program candidates
- As part of a team, conduct weekly sessions covering various themes including communication, group dynamics, leadership, etc.
- Assist with the pre-program, and post program measures and evaluation of participants
- Serve as a positive role model, mentor youth participants, act as a liaison to Boys and Girls club staff
- Garner ongoing feedback from young people and parents regarding objectives of the program
- Monitor individual goals or specific participants, including the tracking of efforts with regards to each participant’s community involvement
- Maintain required records and logs with respect to progress, at all times honouring confidentiality
- Ensure sessions reflect participant’s needs and information is presented in engaging, experiential manner
- Participate in scheduled outings (Camp Smitty, etc.) aimed at team/trust building and group dynamics
- Offer high levels of support/encouragement to participants and high levels of expectations at all times.
- Keep open lines of communication with supervisor, offering feedback and making recommendations for continual improvements, inform supervisor of concerns and challenges
- Carry oneself in a professional, yet friendly and approachable manner at all times.
- Complete reports, and participate fully in facilitator debriefs and meetings.

**Field Placement Modalities or Constraints**

- Bilingualism an asset
- Evenings and 3 weekends (Camp Outings from Friday to Sunday) and some group fieldtrips/events
- Desires qualifications: training and/or experience working with teens in a dynamic atmosphere; interest and confidence teaching leadership skills to adolescents; comfortable supervising youth, and evaluating performance; desire to work with, and relate to, young people in a team setting; confident communicating with parents and colleagues; ability to accept direction, guidance and supervision; enthusiastic, patient and solid character all areas of life; excellent interpersonal and communication skills; current First Aid and CPR certifications an asset.
Operation Come Home is an innovative organization that offers a multitude of comprehensive programs and educational opportunities to youth aged 16-30. Located in Centretown, Ottawa, Operation Come Home helps hundreds of at-risk and homeless youth access the services and support they need in order to make positive changes in their lives. Operation Go Home changed its name to Operation Come Home on June 18, 2009 in an effort to better articulate the mission and mandate to the community. The organization’s mission is to prevent homeless youth from becoming homeless adults. Placement students have an opportunity to participate in a wide range of programs: Achievement Centre (Onsite School Program), Drop In, Reunite, Addictions, HousingWorks and Employment programs. Students can also get involved in the Social Enterprises of Operation Come Home: BottleWorks, FarmWorks, InnovationWorks, and Buy Your Beau’s Online.

Summary of Duties

- Interact with youth on a daily basis and assist them with any problems or questions they may have.
- Carry out intake/screening process and coordinate travel for youth who qualify for our national reunite program.
- Answer phones and direct calls to appropriate individuals.
- Responsible form cleaning and maintaining the drop-in center.
- Ensuring youth are following the rules of the drop-in center and verbally enforce these rules when necessary.
- See to it that the everyday activities (i.e. Sign-in, computers, phone, clothing room, etc.) operate efficiently.
- Provide one-on-one social support for youth as well as facilitate groups to expand youth knowledge and awareness about relevant topics
- Conceptualize and implement the nonviolent crisis intervention training to the best of my ability whenever a situation requires me to do so.
- To expand knowledge of national and local resources in order to proficiently direct youth that require assistance.
- Become familiar with and adhere to the client/worker boundaries as outlined in the volunteer’s policy manual.
- Student must be able to take their own initiative and develop clear learning goal

Field Placement Constraints and Modalities

- Criminal record check required
- Honest, polite, non-judgmental, empathetic, good sense of humour
- Ability to adapt to different situations/ flexibility
- Multitasking capabilities
- Comfortable in a fast-paced high-demand setting
TALITHA HOUSE

Talitha House provides a strength based approach to support young people (girls), who are aged 12-18 years at the time of their offence and in custody under the authority of an open custody/open detention custodial warrant. We work with them to identify their goals and potential and then help them create a plan to be successful in their living. Our programs are tailored to each young person individually as opposed to a “one size fits all” approach.

Program Philosophy: Strengths are competencies that reside within us that create a sense of personal accomplishment, contribute to satisfying relationships, enhance our ability to deal with adversity and stress; and promote personal, social and academic development. Our strengths contribute to our resiliency; our ability to bounce back after traumatic events and life changes. When we identify and focus on a young person’s strengths, we build bridges for better working relationships with them based on trust and a positive belief in their abilities. Skills are built when we apply our strengths to new problems. Once we have skills we can use them over and over in changing situations. Therefore, as we assess their specific strengths, we create opportunities for teaching/learning skills to young people making them more able to cope successfully in many areas of life.

Personal Responsibility: In our programs we stimulate personal responsibility by holding young persons accountable to their level of understanding. We avoid power and control struggles by looking for teachable moments. We stress care for them as individuals by giving them options and respecting their choices. This empowers young persons to take responsibility for themselves as opposed to trying to control them externally through punishments and incentives, (i.e. “Get tough” approach).

Programs take into account the individual risk/need areas of each young person and accommodate gender specific needs, ethno-cultural, racial, linguistic, and ancestral diversity as well as considering the needs of gay, lesbian, bisexual and transgendered young persons.

Summary of Duties

- Observe, monitor and record client’s interactions.
- Monitor safety and security of the facility, by performing checks of all doors, windows, cabinets, grounds, security systems, and physical plant.
- Assist and ensure client’s personal hygiene needs are addressed.
- Maintain accurate and complete verbal and written exchange of information to represent all activities while on duty. (Logs and reports)
- Read and respond to all log entries, memos and minutes.
- Maintain open communication with supervisor and participate in supervision meetings
- Use standard office equipment in line of duty. (Telephone, fax machine, photo-copy Machine)
- Ensure confidentiality of all clients (past and present) is maintained.
- Actively participate in the delivery of the agency program through daily routines such as, chore supervision, one on one and group counseling.
- Assisting in planning and participate in recreational and personal development activities with and for clients
Students completing a placement at Talitha House will develop the following:

- Increased knowledge of YCJA and CFSA Policies and Procedures
- Increased self-knowledge/self esteem
- Training in restrain and defusing techniques
- Exposure to high risk youth group population- dealing with various issues such as: substance abuse, physical, and sexual abuse as well as mental health issues.
- Opportunities to liaise with various community partners; Elizabeth Fry Society, Ministry of Children and Youth Probation Offices, Sexual Assault Support Services, Rideauwood, etc

Field Placement Modalities and Constraints

- Bilingual
- Availability = flexible
- Level of Security clearance: Vulnerable Persons Police check
- Highly motivated individual/self-starter
- Ability to work within a team
- Outgoing individual with the ability to form relationships quickly
- Positive attitude
- Ability to work in high pressure environment
The Collaborative Justice Program (CJP) is a charitable community based non-profit organization located at the Elgin Street Courthouse. The CJP strives to assist those affected by crime through a restorative approach by offering individual support to those affected by crime as the criminal justice process unfolds. It also provides opportunities for both parties, if they desire, to work together on healing and resolution. Participation in the program is voluntary for both the victims and offenders/accused persons.

The CJP deals with adult or youth cases where the victim is willing to receive support and participate in the reparative process, and where the accused person has accepted responsibility for the harm done, and has a desire to make amends. The process only proceeds when both parties choose to participate. The CJP caseworker facilitates the information sharing between the accused and the victim(s) through a series of independent meetings, and works towards developing a resolution agreement. Each case may or may not result in a face to face meeting. However this meeting is not required to reach an agreement.

With regard to less serious cases, if the accused completes the process successfully, the charge may be withdrawn. In more serious cases, sentencing remains the domain of the Judge. In this instance, the Resolution Agreement may be submitted to the court for consideration during sentencing.

**Summary of Duties**

1. **Assist Caseworkers:**
   - Photocopy case files for CJP use
   - Observe meetings between caseworkers and clients (with client’s agreement)
   - Take detailed notes regarding meeting
   - Set up files for new referrals
   - Collaborate with caseworkers to research community programs available in Ottawa
   - Assist caseworker with day-to-day tasks

2. **Restorative Justice (RJ) Research:**
   - Read past and current case files for examples of case histories, resolution agreements and how to set up a case file
   - Review media reports on RJ and CJP
   - Research for current articles on RJ and CJP for monthly email-out.

3. **Restorative Justice Meetings**
   - Attend Restorative Meetings (with victim and offender), Ottawa Restorative Justice Network and Advisory Circle meetings, if required.
   - Recording and typing the meeting minutes, if required

4. **General Office Responsibilities**
• Retrieving referred files and documents from Police Liaison/Crown Attorney’s Office
• Delivering case updates to Judges, Crown Attorneys, Defence Counsel’s Legal Aid folders and Police Liaison
• Shredding old cases if needed
• Updating student manual, as required
• Writing receipts for donations, reception duties, taking messages

Students will develop the following skills: conflict resolution; deeper understanding of perspectives from all parties’ viewpoints; development of communication, active listening, analytic and reasoning skills; develop a network of contacts (community organizations, professionals in the criminal justice system; organizational skills; develop understanding of criminal justice process, roles of professionals in criminal justice system; become familiar with criminal case files and documents; ability to work independently and as a team member.

Field Placement Modalities and Constraints

• Police record check required
• Flexible availability during the day
Organisme communautaire offrant une démarche individuelle ou collective, d’aide, d’accompagnement et de promotion en défense de droits, aux personnes fragilisées par un problème de santé mentale et dont les droits sont susceptibles d’être lésés.

**Sommaire des responsabilités**

Selon les besoins de l’organisme ainsi que les objectifs et capacités du candidat, mais ne se limite pas à :

- Projet de recherche
- Intervention individuelle (observation ou participation)
- Accueil des usagers (téléphone ou en personne)
- Contribuer à la vie démocratique et associative de l’organisme
- Participer aux activités de militantisme et d’éducation populaire

L’étudiant développera les compétences suivantes :

- Connaissance des enjeux en santé mentale
- Connaissance des abus de droits rencontrés par cette clientèle et des recours appropriés
- Compréhension des enjeux politiques, économiques et sociaux qui sous-tendent les abus
- Connaissance particulière de la *Loi sur la protection des personnes dont l’état mental présente un danger pour elles-mêmes ou pour autrui*, son application et ses dérives
- Connaissance du milieu communautaire en Outaouais
- Intervenir dans une démarche de défense de droits et appliquer les principes prônés par l’organisme
- Esprit critique

**Modalités et contraintes du stage**

Le candidat doit possède les compétences suivantes :

- Savoir-être
- Bonne capacité de communication orale et écrite
- Capacité à travailler en équipe
- Autonomie
- Empathie, écoute
- Ouverture d’esprit
At the John Howard Society of Ottawa (JHS), students have the opportunity to work with clients who have had contact with the criminal justice system and experience higher rates of addictions, mental health issues and high-risk behaviours. They provide one-on-one skills training involving goal setting, prioritizing needs, establishing a rapport and open communication with clients, addressing barriers, helping clients navigate social services, as well as understand risk, need, and responsibility factors of this population. Students also have the opportunity to plan, prepare for and facilitate group workshops for clients. These workshops include life skills, such as self-advocacy, self-management and self-direction, effective communication, interpersonal skills, emotions management, problem-solving, attitudes, cultural awareness and pro-social recreational activities.

**Summary of Duties**

The student placement experience will be based in Employment and Training Services and Adult Justice Services. Students working as part of the Hire Power Employment team are able to support the program on a variety of levels including client interventions which involves assisting clients with different aspects of job search. Research indicates that employment is one of the cornerstones to successful community reintegration.

Students will develop skills related to personal development such as leadership and teamwork, interpersonal communication and organizations skills. In the Skills Plus Program, students will come to understand the implications of lower literacy levels on offender populations. Over 80% of them test lower than grade 10, many with learning disabilities. This of course impacts successful employment outcomes and students exposed to job development in the Hire Power Program will become familiar with the unique barriers this client group experience. Students working in the Arches Program have the opportunity to work with clients with mental health and addiction issues and assist in helping them gain employment and training opportunities.

**Field Placement Modalities and Constraints**

- Security clearance
- All students are interviewed by a JHS staff panel and placement at JHS is determined by strengths and skills demonstrated at interview. Student preference is also taken into consideration.
CENTRES RÉSIDENTIELS COMMUNAUTAIRES DE L’OUTAOUAIS

Les centres résidentiels communautaires de l’Outaouais ont pour mission de contribuer à la sécurité du public en intervenant, à l’aide de programmes spécialisés et adaptés, auprès des personnes ayant eu des comportements sociaux déviants ou délinquants et désirant maintenant s’amender et réintégrer la société.

La corporation a pour objectif la réhabilitation et la réintégration (réinsertion) sociale de sa clientèle. Le CRCO offre à sa clientèle des programmes de réhabilitation et d’intégration sociale adaptée. Il vise également à favoriser l’acquisition, par les bénéficiaires, d’habiletés et de compétences les rendant plus aptes à vivre en société dans le respect des valeurs sociales communes et encadrées par les lois en vigueur.

Deux stages sont disponibles avec les Centres résidentiels communautaires de l’Outaouais : le volet résidentiel et le volet communautaire.

Volet Résidentiel

Le centre résidentiel peut accueillir jusqu’à 35 personnes judiciarisées tant au provincial qu’au fédéral pour des séjours variant de quelques jours à plusieurs mois. En plus d’héberger les personnes, le programme résidentiel accompagne le résident dans ses démarches de réinsertion sociale. À cet égard, le résident est assigné à un conseiller clinique. Le conseiller, conjointement avec le résident, développe un plan de séjour adapté à ses besoins et détermine les moyens à prendre pour atteindre ces objectifs. Certains objectifs se rattachant notamment à l’emploi, à la planification budgétaire, à l’orientation personnelle et affective par exemple, seront abordés au cours des discussions. Le conseiller doit aussi veiller à ce que le résident respecte les conditions de sa liberté.

Sommaire des responsabilités

L’étudiant sera jumelé à un conseiller clinique lors de son stage. L’objectif principal relié à ce poste est la prise en charge de cas et d’effectuer un suivi individualisé pour chacun des résidents lors de leur séjour. Les activités principales sont :

- Participer à des rencontres avec le résident (hebdomadaire, bimensuelle ou mensuelle) selon le cas.
- S’assurer que le résident respecte les conditions de sa liberté.
- Rédiger les notes évolutives à la suite de chacune des rencontres.
- Préparer un plan d’intervention conjointement avec le résident.
- Participer à des entrevues tripartites ainsi qu’à des discussions de cas afin d’informer les agents concernés de l’évolution du résident.
- Rédiger un bilan de séjour ainsi qu’un rapport final lors de la sortie du résident.

Modalités et contraintes du stage

- Maîtrise du français, bilinguisme un atout
- Disponibilité variable (jour, soirée)
- Stage bloc
- Enquête de sécurité nécessaire
• Profil recherché : savoir utiliser un ordinateur ; habileté en rédaction ; avoir un bon discernement ; prendre de l’initiative ; avoir le désir d’apprendre ; mettre en pratique les connaissances acquises durant la formation.

Volet Communautaire

En 2006, suite à la décision du Ministère de la sécurité publique du Québec d’entériner le projet de loi 89, le Centre résidentiel communautaire de l’Outaouais (CRCO) a introduit son volet suivi individuel des personnes judiciaisées en communauté. Les bureaux, situés au 145, rue Eddy du secteur Hull de la ville de Gatineau, offrent une gamme de services spécialisés s’adressant à la clientèle judiciaisée en processus de réinsertion en communauté (libération conditionnelle, probation et sursis). Le bureau est constitué de 6 intervenants, tous spécialisés en intervention et ayant une expérience de travail diversifiée. De plus, le service accueille à chaque année des stagiaires de différentes institutions tels que la Cité Collégiale et l’Université d’Ottawa, intéressés à effectuer un stage dans ce domaine.

Les différents mandats du CRC de l’Outaouais, volet communautaire sont :

• Accompagner et encadrer la personne référée ;
• Offrir et dispenser les services répondant à ses besoins dans le cadre de sa démarche de réinsertion sociale ;
• Susciter et supporter l’implication de répondants de la communauté susceptibles de contribuer à la réinsertion sociales de la personne référée ;
• Assurer la surveillance de la personne référée, dans le respect des directives et politiques de la direction générale des services correctionnels (DGSC) ;
• Informer l’agent de relations communautaires (ARC) de l’évolution de la personne référée et lui signaler tout manquement ainsi que toute situation ou événement pouvant entraîner des modifications au niveau des conditions de surveillance ;
• Produire les rapports requis à la gestion des dossiers ;
• Gérer les mesures légales en cas de manquement ;
• Se présenter sur demande devant le tribunal ou la Commission québécoise des libérations conditionnelles.

Le volet communautaire offre de multiples services à la population judiciaisée en plus du suivi communautaire : visites des personnes incarcérées au Centre de détention de Hull ; visite des personnes judiciaisées à leur domicile ; visite des individus lors de séjour en milieu hospitalier ; accompagnement de personnes à des rendez-vous (médecin, pharmacie, CLSC, Centre de placement spécialisé du Portage, Centre d’intervention et de prévention en toxicomanie de l’Outaouais, etc.) ; accompagnement de personnes lors de comparution à la cour ; coopération avec les organismes référents afin d’assurer le suivi de qualité ; plages horaires flexibles et heures d’ouverture en soirée pour les rencontres avec les personnes judiciaisées qui ont un emploi ; témoignage à la cour dans certains dossiers ; animation d’ateliers offerts de concert avec divers partenaires portant sur des sujets tels que le budget, les habiletés sociales, la prévention de la toxicomanie, la violence conjugale, l’abus sexuel, la prévention du suicide, le pardon, le jeu compulsif, etc. ; accompagnement des familles lorsque des poursuites judiciaires sont intentées contre l’un de ses membres.

Sommaire des responsabilités

• Faire de la gestion des cas assignés par l’entremise des rencontres avec les usagers ;
- Prise de contact avec différents milieux partenaires : bureau de probation, maison de transition, organismes offrant des services pertinents selon les problématiques identifiées ;
- Dispenser les divers services offerts par le CRCO, volet communautaire ;
- Rédaction de rapports de manquement, de sommaires d’intervention, de registres d’événement ;
- Conception et animation d’un atelier sur une problématique vécue par les personnes judiciarisées en collaboration avec un organisme partenaire ;
- Mise à jour et utilisation des différents systèmes d’exploitation de l’organisme ;
- Assister à différents comités et rencontres d’équipe ;
- Participation à des formations.

Modalités et contraintes du stage

- Maîtrise du français, préférablement bilingue
- Enquête de sécurité
- Préférable d’avoir un permis de conduire et une voiture
- Stage bloc
- Disponible le jour et en soirée
- Ouverture d’esprit et autonomie
The Ottawa Drug Treatment Court (DTC) is a court specially designed to deal with non-violent, repeat offenders who are addicted to drugs. Participants receive intensive treatment tailored to their particular needs while appearing in Court weekly.

DTC is committed to three mutually supportive and equally important goals:

- Addressing the substance taking behavior of participants with interventions that support and encourage abstinence.
- Addressing criminogenic needs with interventions that support long term change to thinking and behavior patterns related to offending.
- Promoting improved quality of life in the areas of housing, employment/education, recreation and leisure, community and relationships.

Eligibility

- Applicants must accept responsibility for the offence and be willing to enter a guilty plea. If the offender is successful in the program they will receive a sentence other than jail.
- The program is completely voluntary.
- The applicant must have an outstanding, non-violent, Criminal Code charge that is related to drug addiction (i.e. stealing to support a drug habit). These would include offences of theft, break and enter (non-residential), possession, trafficking, mischief, failing to comply, communication for the purposes of prostitution, etc. The applicant may also have an outstanding Controlled Drugs and Substances Act charge, such as possession of drugs, possession for the purpose, or “street level” trafficking, but only on a scale to maintain a drug habit.
- The applicant must be approved by the Crown Attorney, Rideauwood, and the Drug Treatment Court judge.

How will this program help? This Program will help by helping participants in a number of ways:

- Intensive treatment is provided by Rideauwood Addiction and Family Services in conjunction with a number of community-based partners,
- Participants receive assistance to ensure their basic needs are met for housing, food, medical care, and any needed mental health services,
- Participants will also receive assistance with job search/readiness, and/or education upgrading.

How does the program work?

- Participants receive an in-depth assessment to determine their suitability for the program. This usually begins while in custody.
- Once accepted, participants attend Rideauwood daily for individual and group counseling.
- Participants are expected to provide random urine samples on a weekly basis.
- Participants and Rideauwood staff attend Court every week to report directly to the DTC judge on their progress or on any difficulties they are having.
- The DTC court team will encourage and reward success and honesty, but may also sanction any problem behavior or dishonesty. In some cases, the court team may expel a participant from the
program for repeated or very serious issues. A participant expelled from the program would proceed to sentencing.

- The program lasts for a minimum of nine months. Participants who have been successful in meeting treatment goals for drug use and have made improvements in their lifestyle will receive a sentence that does not involve going to jail.

**Summary of Duties**

While doing a student placement at DTC, students shadow the Case Managers and get exposure to all aspects of a Case Manager’s job.

**Possible Learning Objectives for Student Placements**

- Become familiar with policies and procedures of Rideauwood and Drug Treatment Court
- Learn about partner agencies that serve our clients (John Howard, E Fry, Ontario Works, ODSP, Residential Treatment Centers)
- Co-facilitate groups
- Gain experience with individual counseling
- Progress report writing
- Writing case notes
- Accompanying clients in the community (i.e. doctor’s, dentist, probation, OHIP, OW, ODSP, ID)
- Complete orientations with new clients
- Participate in staffing meetings
- Attend pre-court meeting
- Attend court on Tuesday or Thursday and become familiar with the process
- Become acquainted with all client’s files, and their individualized treatment plans
- Keep eyes open for free training or information sessions, and hopefully attend a session that applies to the population we work with.
- Gain a greater understanding of the Canadian provincial criminal justice system, and how our clients experience the system.
- Gain a greater understanding of addictions and how addictions impact the lives of our clients.
- Learn more about the process or relapse, and how it impacts the client’s progress in DTCO.
- Develop the capacity to advocate on behalf of clients

Through their work at DTC, students will have the opportunity to enhance and develop the following skills:

- Facilitation of group treatment sessions; conducting individual treatment sessions; writing skills; gain a greater understanding of the Canadian criminal justice system and how those addicted to drugs and alcohol experience the system; advocacy skills; an understanding of addiction and the treatment of addiction; learn about community agencies that meet the needs of the population we work with, and how to best maneuver through this system to get clients’ needs met; case management principles and best practices; an understanding of criminal offending and the treatment to address criminal thinking and behavior.

**Field Placement Modalities and Constraints**

- English essential
- Must have a Criminal Record Check completed prior to starting placement
CENTRE D’INTERVENTION ET DE PRÉVENTION EN TOXICOMANIE DE L’OUTAOUAIS

Le Centre d’intervention et de prévention en toxicomanie de l’Outaouais (CIPTO), organisme communautaire autonome guidé par l’approche de réduction des risques et des méfaits, offre des services d’accueil, de soutien et d’accompagnement aux personnes utilisatrices de substances psychoactives et à leur entourage en plus d’initier des actions collectives.

Population-cible

- Personnes qui consomment des substances psychoactives. Particulièrement celles qui rencontrent des obstacles quant à l’obtention de soutien ou de services leur permettant d’améliorer leur qualité de vie.
- L’entourage et les communautés touchées par les conséquences négatives de la consommation

Objectifs

- La prévention : - Sensibiliser et éduquer afin d’outiller les gens du milieu à faire des choix judicieux pour une meilleure qualité de vie. - Initier et mettre en place des actions novatrices et proactives dans les milieux des personnes à risque de développer des problèmes de toxicomanie.
- L’intervention : - Offrir des services d’intervention selon l’approche de réduction des méfaits auprès des personnes vivant des problèmes de toxicomanie. - Informer et soutenir l’entourage de la personne vivant des problèmes de toxicomanie.
- La promotion et la concertation : - Développer des partenariats avec les acteurs des différents milieux.

Sommaire des responsabilités

Variable selon le stage. Les stages sont octroyés en fonction de projets courants, des besoins des intervenants, des places disponibles et de profil du stagiaire

Types de stage :

- Interventions individuelles en toxicomanie : Le CIPTO offre à toute personne ayant le désir de faire un cheminement par rapport à sa consommation ou à celle d’un proche l’occasion de rencontrer un intervenant sur une base régulière ou non, selon le besoin. Guidées par l’approche de la réduction des méfaits, nos interventions se fondent sur l’approche motivationnelle. L’utilisation conjointe de ces deux approches permet de prioriser les besoins des personnes, que ce soit l’abstinence ou la modification de leur consommation, et de développer des plans d’intervention visant divers objectifs : l’évaluation de la consommation, le développement d’habiletés, le maintien des acquis, la référence et l’accompagnement vers d’autres ressources afin de poursuivre leurs démarches d’amélioration de leurs conditions de vie ainsi que d’appropriation du pouvoir.

- Point de services LAB : Le Lab est un lieu d’expression et de création artistique pour les jeunes de 16 à 30 ans. Le Lab permet à différents jeunes, n’ayant pas nécessairement un problème de consommation, de développer des intérêts et passions liés au domaine artistique. Il permet également à certains jeunes, éprouvant des difficultés avec leur consommation de s’exprimer à travers différents médiums artistiques. Le Lab vise à démocratiser les arts et leur médiums (augmenter l’accessibilité), à permettre l’expression et la création afin de favoriser le développement de l’imaginaire, à utiliser l’expression, la création et la diffusion afin de créer des opportunités de valorisation et de reprise de pouvoir. Différents médiums sont mis à la disposition des personnes qui le fréquentent : peinture, dessin, photographie, argile, céramique, musique, littérature, théâtre, etc.
• Ateliers de sensibilisation et de formation : Les ateliers de sensibilisation servent principalement à démystifier les drogues et leurs effets. Ils sont basés sur une philosophie de réduction des méfaits. Ces ateliers sont offerts aux écoles (secondaires, éducation aux adultes, formation professionnelle), aux organismes communautaires ou tout groupe qui en fait la demande. Les ateliers de formation sont offerts aux intervenants (es) des organismes communautaires et des établissements ainsi qu’aux professionnels des autres réseaux (scolaire, judiciaire, etc.) qui en font la demande. Il est à noter que ces ateliers sont adaptés aux besoins et aux réalités des différents milieux.

• Programme SART : Le programme SART (Soutien, Accompagnement et Réinsertion auprès des personnes Toxicomanes) est un partenariat entre le CIPTO et le Centre de réadaptation en dépendance de l’Outaouais (CRD de l’Outaouais) visant à rendre plus facilement accessibles et efficaces les services de ce dernier (principalement les services de désintoxication et de stabilisation qui sont des services résidentiels) en diminuant le temps d’attente avant d’être admis dans les services et en offrant un accompagnement continu à la personne tout au long de son cheminement. Le CIPTO est ainsi appelé à être l’organisme pivot dans ce programme novateur pour l’Outaouais. Ce programme s’adresse à des personnes nécessitant un accompagnement plus soutenu dans leur démarche d’aide. Il vise toute personne vulnérable vivant de l’exclusion sociale qui désire entreprendre une démarche liée à sa consommation de psychotropes et/ou d’alcool.

• Équipe mobile en itinérance (ÉMI) : Les intervenants de l’ÉMI offrent un accompagnement individualisé aux personnes en situation d’itinérance et/ou de grande vulnérabilité et en processus de désaffiliation sociale afin de favoriser l’inclusion sociale, l’accès à une logement et une stabilité résidentielle leur permettant d’améliorer leurs conditions et leur qualité de vie.

Modalités et contraintes du stage

• Capacité d’exercer une autonomie professionnelle
La surveillance vise à aider les détenus mis en liberté sous conditions à réintégrer la société après une période d’incarcération. C’est un moyen de surveiller la conduite du libéré pour qu’il ne devienne pas un risque injustifié pour la société et qu’il vive avec les restrictions imposées à son comportement par la Commission nationale des libérations conditionnelles.

Sommaire des responsabilités

Le stagiaire sera principalement appelé à surveiller des libérés conditionnels et à voir au respect des conditions de sa libération. Il devra aussi compléter des rapports périodiques d’évaluation et, selon le besoin, discuter de la situation de ses clients avec le responsable du stage. Il procédera à des évaluations communautaires quand un détenu demande un congé temporaire ou une forme quelconque de libération.

Modalités et contraintes du stage

- Être détenteur d’un permis de conduire valide
- Vérification sécuritaire
- Bilinguisme un atout mais n’est pas nécessaire
The Ottawa Area Parole Office, as part of the Correctional Service of Canada (CSC), forms an integral part of the Federal Correctional System. The Parole Office is responsible for the supervision of federal offenders (offenders serving a sentence of two years or more) upon their release until their Warrant Expiry date or while subject to a Long Term Supervision order.

The Parole Board of Canada, independent of the Correctional Service of Canada but part of the Public Safety Portfolio, is the decision-making authority with respect to conditional release and any related special conditions, as recommended by CSC. Types of conditional release include Day Parole, Full Parole and Unescorted Temporary Absences. All offenders are released on Statutory Release (at two thirds of their sentences) and subject to supervision by a federal parole office until their Warrant Expiry, unless they are detained until their WED.

Community Parole Officers are responsible for the case management post-release. The role of the Parole officer is to manage risk and to assist the offender in his/her life to make appropriate choices so that re-offence does not occur.

Summary of Duties

Students who seek a placement at the Ottawa Parole Office will be assigned to work with a Parole Officer to learn the strategies for community supervision. The student should be prepared to become intimately involved with the Community supervision process including:

1. Meeting with and documenting offender/Parole Officer interactions.
2. Meeting with and documenting Parole Officer / Parole Officer Supervisor interactions.
3. Using the Offender Management System (OMS)
4. Preparation of documentation for consideration by Institutional Case management Team members and the Parole Board of Canada in decision-making.
5. Learning Case management strategies for successful Offender reintegartion.
6. Gain an over-all understanding of the Correctional process as this pertains to the Correctional Service Canada.

During the placement, the student will learn:

1. Assessing Dynamic and Static Offender risk through familiarization with CSC actuarial tools.
2. Assessing Dynamic Offender risk through interaction with the offender.
3. Familiarization with the CSC offender data base (OMS).
4. Developing a sense of respect for the dignity of the individual who also happens to be an offender.
5. Developing insight into the root causes for criminal behaviors.
6. Developing insight into modalities of treatment for specific criminal behaviours.
7. Developing insight into release suspensions and specific modalities to avoid release revocations.

Field Placement Modalities and Constraints

- Security clearance ($50 payment required for fingerprints)
DSPC est responsable des activités touchant l’éclairage à la cour, l’évaluation des personnes contrevenantes, l’élaboration des plans d’intervention correctionnels et des activités de suivi (encadrement et accompagnement) des personnes contrevenantes en milieu ouvert qui font l’objet de mesures sentencielles (sursis, probation, libération conditionnelle ou absence temporaire).

**Sommaire des responsabilités**

- Assumer le suivi des dossiers des contrevenants en probation, libération conditionnelle et emprisonnement avec sursis
- Préparer et rédiger différents rapports d’évaluation
- Effectuer les tâches de l’agent de garde

**Modalités et contraintes du stage**

- Stage pour une période minimum de 13 semaines à l’automne et à l’hiver
- Vérification sécuritaire
- Bilinguisme un atout mais n’est pas nécessaire
During this placement, the student will be exposed to probation and parole operations, supervision, assessments, duty and interventions (possible groups) but the bulk of the placement will be focused on understanding the Court system, probation/parole and conditional sentence dispositions as well as learning to interview/investigate and assist in the preparation of Presentence reports with appropriate recommendations for the Courts. The goal is to assist the Courts with sentencing and assist PPOs with assessments and interventions.

The person will be supervised by two Probation/Parole Officers and report directly to a Manager responsible for work assignment and performance evaluation.

**Summary of Duties**

- Deal with duty calls for clients whose probation officers are not present on that day;
- Job shadow PPOs with interventions and sessions with clients;
- Interview and prepare Pre-Sentence Reports for the Courts, under the supervision of PPO;
- Community visits to be exposed to various community partner/stakeholders sites and justice partners;
- Some administrative duties, including reception, telephone inquiries, etc.

While on placement, the student will learn:

- Discretion and professionalism;
- Work ethic/Confidentiality;
- Analysis of criminogenic factors and how they contribute to recidivism;
- Assessment of clients in respect to risk and need as well as public safety;
- Understanding of responsivity and interventions deemed effective in bringing about change in the offender;
- More in depth understanding of the Criminal Justice System and its various components;
- Develop good, sound analytical judgment and decision making skills;
- Develop effective communication skills to work with a Team.

**Field Placement Modalities and Constraints**

- Valid Driver’s license;
- Preferably bilingual but not necessary.
- Diverse cultures are welcomed;
- CPIC (vulnerable populations.)
Maison Decision House is a non-profit organization which has been in existence since 1979. It provides a community-based residential and treatment program for adult male offenders who are reentering the community as part of their release process. It operates with a general treatment philosophy based on the social learning model. The treatment program provides addiction and educational intervention to clients who are experiencing alcohol and/or substance problems.

Summary of Duties

- **Case conference**: Observation and participation in the weekly clinical team meeting, which includes detailed progress reports of the clients, discussion of any incidents, updates/information pertaining to program or new arrivals.

- **Group observation**: Observing the in-group program sessions facilitated by the clinical counseling team, becoming familiar with the program material and group participants, participating in group discussions, offering feedback and participating in role-play; potentially will include observation in one-on-one counseling sessions between individual clinical counselors and their clients, depending on time, availability and comfort level of clientele.

- **Facilitating Group**: Facilitating program modules (emotions and stress management, communication, family and community, housing and budgeting, employment and education, leisure) of the in-group program sessions; will involve studying the weekly modules in order to be comfortable with the material, debriefing after group sessions, reporting on group behavior to appropriate counselors, conduct evaluations of group process and document attendance; these sessions will be observed and monitored by clinical counseling staff at all times, who will be available for questions, comments, assistance, and guidance.

- **Front office**: Administrative duties such as answering the telephone, documenting incidents/occurrences/daily activities in the duty log book, sign in/out responsibilities, medication (administering, documenting, filing and file management, correspondence, photocopying, correcting testing, meeting preparation, CAT meeting preparation and regular interaction with Ottawa Parole Office; all responsibilities will be conducted while ensuring that CRF standards are adhered to at all times; front office will also include student projects to be assigned based on time and initiative (i.e. donations, leisure planning, resource guide).

- **Other duties**: Additional duties and responsibility may be given to field placement students at the discretion of the executive director and/or field placement supervisor.

Field Placement Modalities and Constraints

- English is essential; bilingualism an asset
- Security clearance required
- MDH can only accept 1 student per semester
- MDH is looking for students who are energetic, willing to learn and ask questions; respond to constructive feedback, understand professional boundaries and maintain client confidentiality.
Organizational Mandate

The House of Hope-La Maison de L'Espérance is a non-profit, organization contracted to provide residential services to federally incarcerated offenders who are both male and are on conditional release. The purpose of a CRF is to contribute to the protection of society by facilitating the safe reintegration of offenders in the community through effective risk management, respecting the principle of least restrictive measures and the rule of law, and by providing appropriate support and resources. The residential services provided by The House of Hope-La Maison de L'Espérance are contracted by the Correctional Services of Canada (CSC) and are governed by a voluntary Board of Directors who represent the community at large.

The House of Hope-La Maison de L'Espérance operates two residences for males on federal parole contracted by Corrections Service Canada (CSC). One is a 21 bed Community Residential Facility (CRF) located at 32 Gilmour Street and the other is a 10 bed Community Residential Facility (CRF) located at 157 McLeod.

For more information consult our website at www.houseofhope.ca

Summary of Duties

- Supervision of clients with staff support
- Establish appropriate therapeutic and strength based relationships with the clients
- Assist in basic life skills
- Will learn skills as in case management, report writing and client interviewing
- Offers community resources appropriate for client needs
- Gain knowledge of the safety and security components of the program (key controls, head counts/searches, etc.)
- Crisis intervention techniques and occurrences
- Risk assessment skills
- Front office duties
- Maintain accurate and complete verbal and written exchange of information to represent all activities while on duty. (Logs and reports)
- Develop the capacity to advocate on behalf of clients
- Developing a sense of respect for the dignity of the client and insight into the root causes for criminal behaviors.

Field Placement Expectations

- Security clearance, Vulnerable Sector, CPR/First Aid prior to placement
- Enhanced Reliability Security Screening prior to placement
- Shift Work including evenings and week-ends
- We will accept a student who is energetic, willing to learn and ask questions; able to respond to constructive feedback, understands boundaries and maintains client confidentiality.
Le Centre d’intervention en abus sexuels pour la famille (CIASF) est un organisme communautaire. Le CIASF offre des services spécialisés à toutes les personnes confrontées à l’abus sexuels d’enfant : les enfants et adolescents victimes d’abus, leurs parent et leur conjoint(e). Le CIASF offre également des services aux enfants ayant des comportements sexuels intrusifs et à leurs parents. Finalement, le CIASF offrira sous peu des services aux hommes victimes d’abus sexuels dans l’enfance. La modalité principale d’intervention est l’intervention de groupe, qui est complémentée par des rencontres familiales et individuelles.

Sommaire des responsabilités

Le stagiaire recherché sera principalement appelé à participer aux activités liées à un groupe d’intervention offert aux hommes ayant commis des gestes d’abus. L’approche retenue pour ce groupe est la thérapie cognitivo-comportementale et s’inspirant du modèle Risque-Besoín-Réceptivité adopté par les Services correctionnels du Canada.

Les principales activités sont :

- Participation aux rencontres d’accueil et d’aiguillage des nouveaux participants potentiels
- Toutes les semaines, assister à la préparation, au groupe hebdomadaire et au débriefing d’après-groupe
- Éventuellement, intervenir en groupe lors de certains aspects du déroulement des rencontres
- Éventuellement, assurer des suivis psychosociaux ou de soutien pour les participants potentiels en attente d’intégrer le groupe
- Participer aux rencontres d’évaluation clinique
- Assurer la tenue de dossier
- Consigner le déroulement des rencontres de groupe afin de contribuer à une éventuelle rédaction de programme
- Bonifier la rédaction du déroulement des rencontres par des lectures pertinentes.

Le stagiaire développera les compétences spécifiques suivantes :

- L’intervention thérapeutique de groupe, tout particulièrement en matière d’abus sexuels auprès d’une clientèle adulte
- La thérapie cognitivo-comportementale, le modèle Risque-Besoín-Réceptivité et l’approche systémique
- Élaboration de pratique thérapeutique adaptée à une clientèle marginalisée
- L’empathie, le sens de l’écoute, les savoirs-être, la gestion du stress, l’autonomie, la flexibilité, la capacité d’adaptation, la capacité d’analyse clinique

Modalités et contraintes de stage

- Français, bilingue un atout
- Disponibilité de jour et en soirée
- Vérification des antécédents judiciaires
Le stage est une occasion d’apprentissage distincte, où les compétences sont accrues. Cependant, pour favoriser l’intégration dans le milieu de stage, une maîtrise initiale des compétences suivantes est requises : l’empathie et le sens de l’écoute; les savoirs-être; la gestion du stress; l’autonomie et la flexibilité; la capacité d’adaptation; la communication orale et écrite; la gestion de son temps et de ses priorités; capacité de travailler en équipe.
Transitional Shelter Services at Shepherds of Good Hope consists of five emergency and specialized shelter programs. Our mission is “creating community for all through acceptance, compassion and care.”

Shepherds of Good Hope serves chronically homeless men and women with complex needs. Typically, these clients are unable to access “mainstream” services due to behaviour or lifestyle. Our programs are harm reduction in focus and the majority of clients who access our services experience mental health and substance abuse issues.

The focus of our programs is to stabilize clients and support them with addiction treatment, mental health, and housing options. A combination of front line staff, client services staff and medical staff from partnering agencies work with clients to develop treatment plans and service expectations that fit around the realities of their lifestyle. Many clients have experience long term homelessness, institutionalization, concurrent illnesses, past and current trauma and some have been or are currently involved in sex trade.

Our programs are as follows:

**Women’s Shelter** provides a safe place for up to 60 women with varying levels of acuity and needs.

**Men’s Shelter** provides a safe place for up to 105 men with varying levels of acuity and needs.

**Transitional Emergency Shelter Program (TESP)** provides 49 beds for high acuity men and women. This program has a number of mandates, including individuals who are under the influence of or withdrawing from substances, who are diverted by paramedics or police, and those who cannot access other shelters either due to capacity or behavioural issues. This is a partnership program with Ottawa Inner City Health.

**Managed Alcohol Program (MAP)** provides 24 beds for high acuity men and women with chronic alcoholism who are engaging in high risk drinking behaviours and experiencing major health and social consequences. This is a harm reduction program in which clients are supported to moderate their drinking and engage with service providers in a community-focused environment. This is a partnership program with Ottawa Inner City Health.

**Women’s Special Care Unit (WSCU)** provides 16 beds for high acuity women who are experiencing complex health issues, including physical health, mental health and addictions. This is a partnership program with Ottawa Inner City Health.

**Summary of Possible Duties (these will vary program to program)**

- Handle client requests, logging all items for follow-up, assist clients who are seeking information, referrals, are in need of support, etc.
- Complete intakes and assessments with new clients
- Distribute Safer Sex and Safer Injection supplies and maintains statistics
- Develop relationships by interacting with the clients during the day
- Engage clients in recreation and life skills activities
- Work with Diversion Workers to assess new clients and triage them to appropriate resources
- Work with Case Managers to develop care plans for longer term clients

Students completing this placement will:
- Develop skills to identify and work with clients with mental illness and addictions.
- Develop skills for working with survivors of trauma and institutionalization
- Assist clients involved in the justice system with reintegration into society.
- Develop ability to engage in crisis mitigation and safety planning with clients
- Develop ability to solve problems from a harm reduction perspective
- Develop dynamic client services skills

Field Placement Modalities and Constraints

- Block placements only
- English or bilingual. Other languages an asset.
- Availability: days and evenings, possible weekends
- Police record check for vulnerable sector
Le Centre de placement spécialisé du Portage (CPSP) à Gatineau offre des services personnalisés aux personnes judiciarisées de l’Outaouais dans leurs démarches de réinsertion sociale, pour trouver un emploi, retourner aux études et faire une demande de réhabilitation (pardon). Le Centre gère aussi un projet de sensibilisation sur les Impacts du Dossier Juvénile dans les Écoles (IDJE). Ce projet a été conçu avec l’aide des Centres jeunesse de l’Outaouais, le département de criminologie et la Faculté de droit de l’Université d’Ottawa, la procureure-chef du tribunal de la jeunesse, la police de Gatineau et plusieurs autres partenaires. Plus de dix mille jeunes ont été sensibilisés aux impacts que comporte un dossier juvénile sur les sphères suivantes : les assurances, l’employabilité, l’éducation et les déplacements transfrontaliers.

Voir le site Internet du CPSP pour la gamme complète des services : http://www.cpsp.ca

Sommaire des responsabilités

- Intervention individuelle et de groupe incluant la prise de note évolutive ainsi que l’entrée de données.
- Visite des principaux partenaires correctionnels, communautaires et institutionnels.
- Participation à l’élaboration et la conduite de divers projets.
- Participation active lors des réunions d’équipe.
- Connaissance du mandat, mission, structure organisationnelle, politiques et services offerts par le CPSP.
- Au niveau du savoir-être, le CPSP accueille les stagiaires ponctuels, dynamiques, proactifs, critiques et désireux de mieux connaître les difficultés vécues par la clientèle judiciarisée.
- Connaissances reliées au poste de conseiller en emploi (emplois/études)
- Connaissances reliées au dossier judiciaire (obstacle à l’intégration socioprofessionnelle)
- Déterminer l’éligibilité des clients au pardon et de les accompagner dans cette démarche.

Modalités et contraintes du stage

- Stage bloc pour une période minimum de 14 semaines à l’automne et à l’hiver
- Bilinguisme un atout
- Compétences recherchées : ouverture d’esprit, motivé à apprendre, capacité d’écoute active, capacité d’intégration au sein d’une équipe
- Valeurs corporatives : honnêteté, respect et courtoisie, sens des responsabilités, compétence, équité
- Connaissance de la mission, des mandate et services
- Habilités à travailler en équipe et en contexte d’autorité
- Maturité et bon sens des responsabilités
- Protocole de confidentialité
- Participation à des formations telles que sur la protection de la jeunesse, l’entrevue non suggestive et l’intervention en situation de crise.
The Mission of the Salvation Army Correctional and Justice Services is to minister to offenders, victims, witnesses and other persons affected by and serving in the justice system by practical assistance through a demonstration of Christian love and concern. The objectives are to: provide the judiciary with a community based sentencing option, which is cost effective and does not compromise public safety; involve the community in the Criminal Justice System in a way that benefits both the community and the offender; encourage offenders to demonstrate responsible behaviour in their communities and thereby reduce the chance of recidivism.

The Salvation Army Community Service Order (CSO) Program supervises adults who have been court-ordered to perform community service hours as a condition of their Probation Order and/or Conditional Sentence Order.

Summary of Duties

- Perform intake assessments on new clients, finding a suitable non-profit placement thereafter;
- Report writing (includes but not limited to: case noting, breach reports, termination reports, agency letters)
- Complete monthly statistics on the number of hours each client performs, which includes confirming # with each agencies;
- Liaise with Probation Officers, clients, and agencies on a regular basis;
- Maintain positive relationships with current agencies and recruit new ones that would be suitable for the CSO Program.

Field Placement Modalities or Constraints

- Current criminal record check
- Bilingual or English. Student must have very strong English report writing/verbal communications skills as English is the main language of the agency.
- Must be available during the day from 7:30am to 3:30pm
- Students must have strong report writing skills; must be able to multi-task, prioritize, have experience working with the general public; must feel comfortable working at our location The Salvation Army Booth Centre-men’s homeless shelter.
DONNE-TOI UNE CHANCE

Donne-toi une chance est un organisme communautaire autonome à but non lucratif qui a pour mission de soutenir, de supporter et d’aider les hommes, francophones et anglophones de la région de l’Outaouais, aux prises avec une détresse psychologique et/ou aux prises avec des conduites violentes en relation conjugale (amoureuse) et familiale. Notre mission vise à améliorer la qualité de vie des hommes et à contribuer à la sécurité des personnes. L’organisme tend aussi à informer, sensibiliser et dénoncer la violence, ses impacts et ses conséquences auprès de la population. Par ces actions, Donne-toi une chance a pour objectif de contribuer au changement social concernant la violence ainsi que concernant les diverses réalités masculines. L’organisme dessert la région 07 de l’Outaouais (milieu urbain et rural) depuis 18 ans.

Les services professionnels offerts sont : accueil, intervention téléphonique, intervention lors de situations de crise, rencontre exploratoire, rencontre ponctuelle, rencontre sans rendez-vous et suivi individuel ou de groupe.

Le service de suivi comprend :

- Un programme de rééducation à la violence divisé en trois volets :
  - Un volet de sensibilisation à la violence pour hommes ayant des conduites violentes en relation conjugale et familiale ;
  - Le volet de responsabilisation pour hommes ayant des conduites violentes en relation conjugale et familiale ;
  - Le volet de maintien des acquis pour les hommes ayant complété les deux premiers volets de notre programme de rééducation à la violence.
- Un programme spécifique pour les pères aux prises avec des conduites violentes en contexte familial ;
- Un programme pour hommes en difficulté visant à aider les hommes qui vivent une période de transition difficile (rupture, pertes) (offert en sessions individuelles exclusivement)
- Un programme « Estime de soi » pour hommes (offert en sessions individuelles exclusivement)

Sommaire des responsabilités

Sous la supervision de la directrice, et en collaboration avec le personnel de Donne-toi une chance, l’étudiant a tout d’abord le devoir de prendre connaissance des politiques en vigueur : code de déontologie et d’éthique de Donne-toi une chance ; politique de gestion des dossiers relative à la confidentialité ; politique de traitement des plaintes ; politique de gestion des situations à risque ainsi que des documents relatifs à l’intervention auprès des hommes.

Il (elle) a la responsabilité de s’y conformer, afin de maintenir et/ou améliorer la qualité des services. De façon concrète, l’étudiant :

- Accueille tous les hommes qui communiquent ou se présente à l’organisme et s’engage à les rencontrer à deux reprises afin d’explorer la situation ;
- Accompagne psychologiquement et physiquement les clients, ex-clients et nouveaux clients dans leurs démarches ;
- Assure une relation d’aide, de l’écoute active et du support aux hommes ;
- Assure le suivi de l’intervention auprès des clients que ce soit en groupe ou en individuel ;
- Utilise en tout temps les outils d’intervention ;
- S’assure qu’aucune violence ne se vit au centre ;
- Tient à jour les dossiers des clients ;
• Inscrit les statistiques d’intervention à chaque quart de travail ;
• Fournit les statistiques mensuelles et/ou selon les besoins ;
• Répond aux appels téléphoniques et/ou en personne afin d’aider, informer et/ou référer toute personne qui en fait la demande ;
• Transmet les informations pertinentes à l’équipe de travail afin de s’assurer d’un suivi en cas de non-disponibilité de l’intervenant au dossier ;
• Participe aux réunions d’équipe ;
• A la demande de la directrice, participe à des séances d’information et de formation afin de parfaire ses connaissances sur les problématiques de violence conjugale et familiale ou sur des sujets connexes et partage le compte-rendu à la réunion d’équipe.
• Participe aux formations organisées par l’organisme ;
• Fait la lecture des documents pertinents, mis à sa disposition afin d’améliorer ses connaissances ;
• À la demande de la directrice, collabore aux activités de sensibilisation dans le milieu ;
• Effectue toutes autres tâches connexes à son travail.

Modalités et contraintes du stage

• Transport est préférable mais pas obligatoire
• Stage bloc
• Bilingue un atout
• Horaire variée
The Direct Accountability Program is an alternative to prosecution for eligible individuals 18 years of age and older who have been charged with minor criminal offences. The Program will accept referrals that have been screened by the Crown as eligible to participate in a community-based alternative to the Court process, such as community service, programming, paying restitution, and so forth.

**Summary of Duties**

The student will work under the direct supervision of the Community Justice Worker, and will assist her with the day-to-day operation of the Program. Examples of daily responsibilities include, but are not limited to: conducting intake interviews, which include determining a person’s suitability for the Program, as well as assigning sanctions; preparing written updates for Court; conducting regular follow-up with participants and partner agencies in order to monitor client progress; filing, data entry, and other duties as required.

The student will have the opportunity to gain a solid understanding of the (provincial) Court system. The student will have the opportunity to liaise with Crown Attorneys and lawyers, and observe first-hand the operations of the Criminal Justice System. The student will also be in a position to develop their interpersonal/communication skills by assisting with interviews, and working directly with those who come into conflict with the law.

**Field Placement Modalities and Constraints**

- English essential, bilingualism an asset
- Current police record check (vulnerable sector)
- Note that work hours typically begin at 8am
The Canadian Mental Health Association provides intensive outreach and case management in a community setting to persons who experience serious mental illness. We also provide group and individual support for concurrent disorders, dialectical behaviour therapy, smoking cessation and cognitive restructuring. Other services include a nursing team, dual diagnosis service, access to psychiatric assessments and capacity building and education to address systems issues that affect consumers.

**Summary of Duties**

Students will be matched with an outreach worker in our court outreach program. Clients within the court outreach program have had some contact with the legal system and require support to work through legal issues and reintegrate back into the community. Students will shadow the court process, including court diversion and assessments. With the support of a supervisor, students will also be able to manage a small caseload of clients, providing practical support in various life domains (financial, mental health, physical health, vocational, housing, recreational). This may include attending probation or medical appointments, assistance with budgeting, life skills, etc.

Students will gain an understanding of the legal system as it pertains to persons living with mental illness, as well as court diversion program here in Ottawa. Students will gain assessment skills, as well as knowledge about various diagnoses. Students will also gain skills and an understanding of the roles and functions of outreach/community support. Students will have an opportunity to shadow other programs at CMHA to broaden their knowledge of other community services.

**Field placement Modalities and Constraints**

- Students cannot transport clients; therefore they must be comfortable traveling by bus.
- Bilingualism an asset
- Day schedule
- Certified Police Check
- One student per semester
- Student profile: Highly motivated, independent in their learning and work; comfortable working with a transient population and severe and persistent mental illness; some previous experience in the field of mental health.
SERVICES POUR LES FEMMES/WOMEN SERVICES
CENTRE ELIZABETH FRY DE L’OUTAOUAIS

Le Centre Elizabeth Fry de l’Outaouais est une ressource multifonctionnelle, complémentaire aux Services correctionnels existants et compatibles avec le virage correctionnel actuel dont les grands objectifs sont le recours moindre à l’incarcération, le suivi communautaire en milieu ouvert et la prise en charge locale de la clientèle judiciarisée.

Sommaire des responsabilités

- Produit les rapports requis.
- Participe au processus d’évaluation du ou des programmes(s).
- Assure les consultations et le suivi auprès des personnes placées sous sa responsabilité dans le cadre du programme de surveillance communautaire.
- Rencontre les personnes contrevenantes selon le rythme prévu à leurs mesures sentencielles et leurs niveaux d’encadrement.
- Tient à jour les dossiers de chaque personne contrevenante dont elle est responsable.
- Effectue des visites dans le milieu de vie de la personne contrevenante.
- Assure, au besoin, une présence auprès du tribunal à la demande de la cour.
- Rédige les rapports requis.
- Assure une présence dynamique au sein du programme de surveillance communautaire et contribue à orienter les personnes contrevenantes vers une démarche de réinsertion sociale.
- Voit à ce que les personnes contrevenantes sous sa responsabilité respectent le cadre légal de leurs mesures sentencielles.
- Informe l’agent de probation de l’évolution des personnes contrevenantes sous sa responsabilité.
- Signale à l’agent de probation ainsi qu’au superviseur de l’organisme tout manquement de ces personnes contrevenantes à leurs engagements et à leurs conditions de suivi.
- Explore avec le superviseur clinique le recours à différentes mesures disciplinaires avant d’entreprendre des démarches légales dans la mesure où la gestion du risque le permet.
- Assure une gestion quotidienne du programme SAGES.

Inventaire des compétences que l’étudiant développera lors de son stage

- Analyse critique et compréhension de l’agir délictuel
- Suivi d’un dossier de probation, sursis et libération conditionnelle
- Rédaction de rapport
- Création et animation d’un groupe
- Compréhension du système judiciaire et du Code criminel du Canada
- Application des mesures correctionnelles
- Compréhension et application du programme SAGES, ERB et Dacor.

Modalités et contraintes du stage

- Voiture
- Permis de conduire valide
- Maîtrise du français parlé et écrit et anglais essentiel
MAISON FRATERNITÉ
Résidence des femmes

Maison Fraternité offre des services en français, dans une perspective psycho-sociale, aux personnes résidant en Ontario, affectées directement ou indirectement, par le problème de la toxicomanie. Notre but est d’aider les personnes toxicomanes à devenir sobres et à le demeurer (en trouvant un sens satisfaisant dans un tel mode de vie) et d’aider les personnes affectées par les comportements d’une ou plusieurs personnes toxicomanes à résoudre les problèmes que ces relations leur occasionnent.

La Résidence des femmes de Maison Fraternité offre un programme résidentiel holistique d’une durée variable. Ce programme s’adresse aux femmes francophones de l’Ontario de 18 ans et plus qui désirent s’affranchir de la toxicomanie. Sous certaines conditions, nous pouvons aussi admettre des femmes de d’autres provinces.
Les femmes entrent d’abord pour un stage intensif de quatre semaines. Ce stage peut être prolongé par un accord mutuel, pour trois stages prolongés d’une durée de quatre semaines chacun. La Résidence demeure ouverte les fins de semaines et l’été pour les résidentes qui désirent y rester.

Pour être admises, les femmes doivent d’abord être évaluées avec les outils utilisés partout dans la province de l’Ontario. Notre centre de traitement mixte pour adultes offre ce service. Elles doivent avoir cinq jours d’abstinence à leur entrée en résidence.

Nous utilisons une approche qui vise la prise en charge par la cliente de sa santé physique, émotionnelle, mentale et spirituelle. Sans dépendance aux agents toxiques, la cliente se prépare à la réintégration de son milieu de vie en assumant ses responsabilités quotidiennes et familiales. Les femmes sont accompagnées dans la résolution de problèmes liés à la toxicomanie: l’agression sexuelle, la violence physique ou émotionnelle, les troubles alimentaires, les troubles de santé mentale, les problèmes familiaux, la responsabilité parentale, le manque de confiance en soi, la faible estime de soi et la difficulté à s’affirmer. Notre programme comprend 4 volets : La psychothérapie, l’éducation (ateliers psycho-éducatifs, groupes de discussion, règlements, etc.), les approches alternatives (relaxation, Reiki, acuponcture auriculaire, créativité, etc.) et la vie de groupe.

VEUILLEZ PRENDRE NOTE QUE TOUS LES SERVICES SONT GRATUITS (à l’exception de la production de certains documents pour des tierces parties).

Sommaire des responsabilités

La stagiaire commencera par observer le fonctionnement de la Résidence et par assister aux différentes activités du programme.

Par la suite, elle aura l’occasion :
D’assurer la bonne marche de la maison et agir en tant que personne ressource pour les résidentes.
D’assurer une permutation à la réception en prenant les appels téléphoniques, surveillant les sorties et entrées des résidentes ainsi qu’en accueillant les visiteurs.
S’informer des dernières décisions prises par l’équipe et du vécu récent des résidentes par la lecture de rapports. Elle devra assurer une présence et un appui aux résidentes.
De veiller à la santé des résidentes en supervisant la prise de médicaments et leur donner accès à la trousse de premiers soins ou leur faciliter le transport vers les ressources médicales.
D’administrer les alcotests et recueillir des échantillons d’urine et en faire l’analyse à la demande de l’équipe ou en tout autre temps, lorsque le comportement d’une résidente paraît suspect. (avec la supervision d’une collègue)
De faire des rondes dans la Résidence pour s’assurer que tout est sécuritaire.
De rédiger un rapport quotidien concernant les comportements et attitudes des résidentes et visiteurs.
De participer aux réunions régulières des membres du personnel.
De superviser les repas.
De faire la fouille des chambres (avec la supervision d’une collègue).
D’animer des groupes de discussions et des activités avec les résidentes.
De faire toutes autres tâches connexes au poste d’intervenante.

La stagiaire développera des connaissances dans le domaine de la toxicomanie et des troubles concomitants. De plus, elle développera des connaissances sur l’intervention en toxicomanie et en milieu résidentiel. Aussi, la stagiaire développera l’autonomie, le bon jugement, le travail d’équipe, le sens de l’initiative et l’animation de sessions de groupes.

**Modalités et contraintes du stage**

- Stage bloc à l’automne et à l’hiver
- Français, bilinguisme un atout
- Pour les premières semaines, de jour en semaine seulement. Par la suite possibilité de travailler de soirée et de nuit la semaine et fin de semaine.
- Connaissance formelle et/ou pratique dans le domaine de la toxicomanie
- Bon jugement; ouverture d’esprit; capacité de ne pas juger les gens; patience; entregent; capacité de travailler en équipe; habileté à bien communiquer;
- Bonne connaissance parlée et écrite de la langue française.
Les programmes contre la violence du Centre des ressources de l’Est d’Ottawa viennent en aide aux femmes victimes de violence ainsi qu’à leurs enfants, à travers du counseling individuel, des groupes de soutien et une ligne de crise 24/7.

La mission du Centre des ressources de l’Est d’Ottawa :

Dans un esprit de collaboration, nous nous engageons à améliorer la qualité de vie de tous et à bâtir une collectivité saine et à l’abri du danger.

La vision du Centre des ressources de l’Est d’Ottawa :

Veiller à ce que le Centre des ressources de l’Est d’Ottawa soit un lieu accessible, visible et en pleine expansion, qui met en valeur la diversité et qui cherche à atteindre un niveau d’excellence dans la prestation de ses services. Depuis 1979, le Centre des ressources de l’Est d’Ottawa offre toute une gamme de services sociaux et communautaires tels que counseling pour particuliers, familles, enfants et jeunes; intervention de crise; counseling et groupes de soutien pour femmes vivant de l’abus et counseling pour enfants témoins de violence; services pour aînés victimes d’abus, appui aux aidants naturels et aux personnes ayant un handicap; ressources et ateliers d’information; initiatives de développement communautaire.

Sommaire des responsabilités

La stagiaire verra que la vie dans un organisme communautaire n’est pas de tout repos et nécessite une grande capacité d’adaptation et beaucoup de créativité. Pour venir en aide à notre équipe, la stagiaire sera appelée à rencontrer des clientes avec une travailleuse, à participer à des comités et à des activités diverses (comme les journées spéciales du 8 mars et du 6 décembre). Elle pourra se joindre à un groupe de soutien pour donner un coup de main et ses suggestions seront les bienvenues pour nous aider à mieux faire connaître nos services et à rejoindre les femmes dans le besoin.

L’étudiante développera lors de son stage: capacité d’adaptation; créativité ; meilleure connaissance de l’enjeu de la violence et de ses implications ; meilleure connaissance de l’approche féministe ; travail de collaboration entre les différents acteurs (police, autres organismes, programmes gouvernementaux) ; meilleur connaissances des barrières psychologiques et sociales qui se dressent devant les femmes voulant quitter une relation violente ; meilleure connaissance des ressources existantes pour aider les femmes ; se familiariser avec une base de données (CIMS) ;

Modalités et contraintes du stage

- Stage bloc à l’automne et à l’hiver
- Doit être bilingue
- Disponibilité le jour
- Stage offert aux femmes seulement
- Être familière avec l’approche féministe un atout
The Elizabeth Fry Society of Ottawa is a United Way member agency devoted to helping women and young women who are, or may be, at risk of criminalization. We offer a variety of different programs and services to provide women with confidential and supportive living and learning environments.

Women of all ages are referred to Elizabeth Fry Society of Ottawa by the officials working in the criminal justice system, by lawyers, medical professionals, social workers, social assistance workers, and by staff of community-based organizations and agencies. Women also seek out our services through word-of-mouth referrals and self-referrals.

JF Norwood House is a transitional housing program offering 15 women a supportive living environment. JF Norwood serves women, 18 years and older who demonstrate both economic and social need.

JF Norwood House also provides a space for women who are on Day Parole, Full Parole or Statutory Release. It is also open to women on Unescorted Temporary Absence Passes, Provincial probation/parole and those serving Conditional Sentences. Bed space permitted, we accept community clients who are experiencing homelessness.

Drawing from community support and contributions, JF Norwood House offers women and their families a chance to achieve success by working on personal, educational and employment related objectives. Women also have access to an array of services in the community, while being supported in an environment that fosters their individualities and potential.

Summary of Duties

- An opportunity to complete training and orientation to that of the JFN Residential and Community Support Worker, with respect to the Residential Handbook.
- Develop an understanding of the Canadian criminal justice system and how women experience this system
- An opportunity to build rapport with clients who reside at JFN
- Learn the reporting requirements of the Correctional Service of Canada for residents on Parole as well as the Ministry of Public Safety and Correctional Services for residents on Probation.
- Co-facilitating in-house programs
- Learn about community programs and agencies that cater to the needs of women
- Learn how to become a stronger advocate for criminalized women
Le centre d’aide aux victimes d’actes criminels a le mandat de fournir aux victimes une assistance directe (information, soutien, consultation) et indirecte (aiguillage vers les services spécialisés). De plus, il supporte les victimes dans leur cheminement, leurs démarches et dans la recherche de solutions aux problèmes qu’elles vivent tout en favorisant l’empowerment.

Les services sont offerts à toute personne victime d’un crime contre elle-même ou sa propriété, ainsi que ses proches et personnes à charge indépendamment que l’auteur de l’acte criminel soit ou non identifié, arrêté, poursuivi ou reconnu coupable.

**Sommaire des responsabilités**

- Accueillir les victimes et leur offrir réconfort et soutien moral (relation d’aide).
- Fournir de l’information de base sur le processus judiciaire et les droits et recours des victimes d’actes criminels.
- Supporter et accompagner au besoin des victimes dans leurs démarches auprès des organismes et les aider à remplir les formulaires.
- Supporter et accompagner les victimes dans le processus judiciaire et les aider à remplir la déclaration de la victime et à l’occasion, si nécessaire les accompagner à la cour.
- Travailler de concert avec les organismes des réseaux de la justice, de la santé et des services sociaux et avec les organismes communautaires et référer les victimes au besoin.

**Modalités et contraintes du stage**

- Capacité d’écoute
The organization provides support and information to victims of all forms of sexual violence including recent sexual assault, sexual harassment and childhood sexual assault. Services include: a 24 hour crisis line; crisis and long term counseling; support groups and workshops; accompaniment to court or hospital; community education; and volunteer training programs.

Summary of Duties

- Respond to the 24 hour crisis line to provide support and information to victims of sexual violence.
- Conduct research on topics related to sexual violence, sexual assault
- Public Education
- Fundraising

Field Placement Modalities and Constraints

- Must complete 30 hours of crisis line training prior to placement
Ottawa Victim Services (OVS) provides emotional support, practical assistance, referrals and advocacy to individuals who have been victimized as a result of a crime or tragic circumstance, without judgment in order to lessen the impact of victimization. OVS is a community-based agency committed to treating individuals with courtesy, compassion and this respect for their dignity, privacy and diversity. Two placement positions are available with the Ottawa Victim Services: Victim Support Worker.

**Victim Support Worker**

Ottawa Victim Services consists of community volunteers in partnership with staff assisting police and community service providers in meeting short-term practical and emotional needs of individuals who have been victimized as a result of a crime or tragic circumstance, and their longer-term needs by referral to appropriate existing community agencies. A Victim Support Worker is a front line worker who assists with trauma and provides crisis intervention on-scene or off-scene with emergency service personnel and/or with other agencies.

**Summary of Duties**

The Victims Support Worker is an active member of OVS. He or she attends scheduled shifts punctually; attends quarterly volunteer meetings; attends on training sessions and workshops; provides on-call/phone service to victims (this includes practical support, emotional support and necessary referrals); responds to emergency situations; provides face-to-face contact with victims when appropriate; write case notes and update file information of victims and ensure the information does not leave OVS office; updates our community resources document when needed; consults volunteer Coordinator, other Case managers, team leaders or the executive director when problems or difficulties arise at any time; wears ID cards when on shift.

The Victim Support Worker is to maintain availability to respond to calls for consultation and assistance during each shift. The Victim Support Worker is responsible for attending office shifts accordingly unless prior notice has been given to the Volunteer Coordinator. The Victim Support Worker’s work is supervised by the Volunteer Coordinator, another program Coordinator/Case Manager and/or the Team Leader on shift.

**The student will:**

- Assist with ongoing recruitment and training of volunteers and participating and assisting in organizing volunteers activities and meetings
- Assist the volunteers who need advice or direction to provide appropriate crisis assistance to victims and also to debrief volunteers after a call
- Assist with volunteer scheduling and shifts
- Ensures volunteers respond to requests for assistance that are within the OVS mandate
- Assist with requests for consultation made by emergency service personnel, Victim Crisis Unit personnel
- Assist in various ongoing projects at the agency such as research, writing, creating and updating resources for clients
- Answer the OVS phones and connect individuals seeking services to the appropriate person in the office or refer to outside resources
- Assist in follow up contacts with client
- Assist in Safety Planning
• Participate on calls with volunteers when needed such as court accompaniment, police accompaniment, Civic Hospital Sexual Assault Partner Abuse Care Program, Sudden Deaths, Safety planning, etc.
• Assist and work with the all Staff at OVS

The student will develop:

• Knowledge of issues related to violence against women, serious assault, homicide, stalking & harassment, hate crime, human trafficking, etc.
• Knowledge of and sensitivity to other social issues that impact women and other vulnerable populations as well as victims of crime
• A basic understanding of working with individuals dealing with trauma
• Knowledge of legal system and services available to victims of crime
• Research and writing skills
• Communication and advocacy skills and ability to speak with individuals in challenging circumstances

Field Placement Modalities and Constraints

• Can be English, French or Bilingual. Any other language is an asset to the agency.
• Must be available days; occasionally evenings and week-ends
• Police Record Check for vulnerable sector
• Must Attend Victim Support Worker Training Sessions
• Preferably have access to a car and a valid driver’s license
SECTION 2

RESEARCH, POLICY AND PROGRAM DEVELOPMENT
The Canadian Centre for Justice Statistics (CCJS) was created in 1981 as a division of Statistics Canada. The CCJS is the focal point of a federal-provincial-territorial partnership for the collection of information on the nature and extent of crime and the administration of civil and criminal justice in Canada. This partnership, known as the “National Justice Statistics Initiative”, has become the international model of success on how to develop, implement and manage an effective national justice statistics program.

The Canadian Centre for Justice Statistics has three opportunities for placement students. Below are the descriptions.

**Policing Services Program (2 opportunities)**

The mandate of the Policing Services Program is to collect, process, analyze and disseminate police-reported crime statistics and the administration of policing in Canada. The Program currently maintains the Uniform Crime Reporting Survey, the Homicide Survey, and the Police Administration Survey. Statistics Canada’s Transition Home Survey is also housed in this Program. The following opportunities are available in the Policing Services Program:

- Assist with the production, verification and quality review of data reported by police services to the Uniform Crime Reporting Survey, the Homicide Survey, the Police Administration Survey and/or the Transition Home Survey.

Candidates should have good analytical, research and writing skills; effective communication skills (oral and writing), and; an ability to work in Word and Excel. Knowledge of SAS or SPSS would be an asset.

**Analysis Program (1 opportunity)**

The Analysis Program is responsible for the production and dissemination of all analytical products released by the Canadian Centre for Justice Statistics (i.e. Juristat). Topics include trends in self-reported victimization, the nature and prevalence of police-reported crime, outcomes and sentencing for youth and adult criminal court cases, and the use of custodial and community correctional services.

The following opportunity is available in the Analysis unit:

To assist with the research, analysis, verification and dissemination of articles produced by the Analysis Unit. Candidates should have a solid research, analytical and writing skills and be proficient in using Word and Excel. Knowledge of SAS or SPSS would be an asset.

**Field Placement Constraints and Modalities:**

- For all positions, a security clearance is required prior to start date. This process could take 3-4 weeks.
- Available for English-speaking, French-speaking and bilingual students.
The Correctional Service of Canada (CSC) is responsible for administering court-imposed sentences of two years of more (also known as federal sentences). CSC is responsible for the management of 43 institutions (comprised of institutions of various security levels), Indigenous Healing Lodges, Paroles Offices and Community Correctional Centres.

The purpose of the federal correctional system, as defined in law, is to contribute to the maintenance of a just, peaceful and safe society by carrying out sentences imposed by courts through the safe and humane custody and supervision of offenders, and by assisting the rehabilitation of offenders and their safe reintegration into the community as law-abiding citizens through the provision of programs in penitentiaries and in the community.

To effectively manage offenders and contribute to public safety, CSC focuses on six strategic priorities:

- Safe management of eligible offenders during their transition from the institution to the community, and while on supervision
- Safety and security of the public, victims, staff and offenders in institutions and the community
- Effective, culturally appropriate interventions and reintegration support for First Nations, Métis and Inuit offenders
- Effective and timely interventions in addressing mental health needs of offenders
- Efficient and effective management practices that reflect values-based leadership in a changing environment
- Productive relationships with diverse partners, stakeholders, victims' groups, and others involved in support of public safety

See below for the opportunities offered at the Correctional Service of Canada.
The Correctional Operations and Programs (COP) Sector at National Headquarters is responsible for the integrity of institutional and community operations across CSC, and for developing and implementing national initiatives that strengthen operations and improves the delivery of safe corrections. The Sector is a fast-paced environment that deals with a wide array of interesting topics ranging from security and intelligence, institutional and community operations, correctional interventions, population management, international transfers of offenders, employment programs, tracking corporate obligations and commitments, and other exciting new initiatives.

The COP Sector includes several Directorates with a variety of responsibilities, including:

- **Offender Programs and Reintegration**: (3 placements in the Fall and 2 placements in the Winter)
  - Developing, implementing and reporting on interventions that contribute to the rehabilitation and reintegration of federal offenders, both in institutions, and in the community. These interventions include Correctional Programs, Education Programs, Social Programs, Faith-Based Programs and Ethnocultural services.
  - Developing and implementing case management policies, and providing ongoing direction and support to the Regions on case management issues.
  - Administering sentence management and processing international transfer applications from Canadian offenders serving a sentence abroad or foreign offenders serving a sentence in Canada.

- **Integrated and New Initiatives**: (3 placements in the Fall and 3 placement in the Winter)
  - Developing and implementing new initiatives within the Sector, such as Electronic Monitoring and the Structured Assessment and Intervention Framework.
  - Identifying resourcing indicators to support institutional and community operations, monitoring population trends, and reporting on public safety results.
  - Tracking the Sector’s corporate obligations and producing integrated responses to internal and external commitments.
  - Extracting and reporting data related to interventions that contribute to the rehabilitation and reintegration of federal offenders, both in institutions, and in the community.

- **Security** (no placements)
  - Managing intelligence operations, policies and programs.
  - Preventing and managing security incidents.
  - Administering the departmental security program.
  - Managing deployment standards and scheduling.

- **CORCAN** (no placements)
  - Oversees employment and employability programs and training in institutions and the community, as well as CORCAN sales.

**Summary of Duties:**

- Assist with the development and implementation of new initiatives at CSC
- Contribute to written reports, briefing notes, memorandums
- Maintain online content for internal website and resources for field staff
- Attend and participate in team meetings
- Maintain databases for various ongoing projects
- Participate in the review process of various documents
- Assist with daily tasks of office management/administration

**National Monitoring Centre (NMC) Officer (1 placement per semester)**

Summary of Duties:

The student will work with the Field Placement Supervisor as a NMC Officer. They will monitor the movement and location of offenders on conditional release who are participating in the Electronic Monitoring Program (EMP); collect information and report on incidents occurring in CSC facilities and related to offenders under supervision in the community; provide information on offenders under supervision in the community to alert victims; receive a wide range of other information from citizens, such as tips on drugs in correctional facilities; disseminate received information appropriately, and liaise with police agencies across Canada as required. The student is required to determine and implement appropriate action to be taken in accordance with the procedural framework and as required refer the matter to a supervisor for direction and decision. The tasks may include, but are not limited to:

- Compiling and analyzing information from various sources
- Conducting risk assessments
- Typing and disseminating reports
- Making recommendations to management

The student will:

- Learn to work in a team setting
- Learn how to work under pressure and to multi-task
- Learn how to conduct risk assessments
- Learn how to problem-solve
- Learn how to prioritize within tight timeframes
- Gain experience in providing recommendation to management
- Acquire knowledge of the CSC mission, applicable legislation, organizational structure, mandate, case management practices, risk management practices, security and programs.

Field Placement Modalities and Constraints:

- Bilingualism essential
- Must be available for shift work (Centre operates 24/7)
- Hours of work will be determined in conjunction with the individual
- Looking for a student with experience collecting, analyzing and disseminating information; who is able to manage time effectively and work under pressure; able to communicate effectively orally and in writing; has experience working with the public and experience using word processing and electronic mail software such as Microsoft Word, Excel and Outlook.
The mission of CSC’s Offender Redress Division (Division) is to provide expeditious access to a fair and effective offender redress mechanism and recommend corrective action in cases where there is mistreatment or injustice. Federal offenders are able to make submissions through the complaint and grievance process when they believe that they have been treated unfairly, or in a manner that is not consistent with legislation or policy on matters within the jurisdiction of CSC.

The Offender Complaint and Grievance Process consists of three levels: the complaint level; the institutional level; and the National level. The Division addresses all grievances that arrive at the National level, the last level of the Offender Complaint and Grievance Process. If offenders are not satisfied with the decision rendered at the National level, they may seek judicial review. The Division ensures that the griever’s concerns and expectations are acknowledged, while providing a complete response to the issues presented. Corrective action may be implemented when a grievance is upheld or upheld in part to ensure that all of CSC’s actions are executed in a manner that follows applicable policy and legislation, that prejudice experienced by offenders is rectified when necessary, and to amend CSC’s policies and procedures when necessary. In addition to providing responses to grievances, the Division also uses grievance-based information regarding specific and systemic issues to assess and recommend amendments to CSC’s policies, procedures and practices.

Students participating in a placement in the Division can expect to perform the duties of a Grievance Analyst. This includes, but is not limited to:

- Reviewing grievances submitted to the National level;
- Identifying all concerns raised in the offender’s submission;
- Completing analysis using policy, legislation, and other relevant information;
- Communicating orally and in writing with staff at federal institutions across Canada, or with offenders, if necessary, to obtain required information;
- Consulting with other divisions at CSC;
- Providing written recommendations to senior staff and management;
- Initiating and ensuring the completion of corrective action.

During the placement, students can expect to experience a wide variety of grievances, such as those pertaining to staff performance, security, property, visits and much more. Students are welcome, and encouraged, to voice their interest in particular topics.

Numerous resources are available to assist the student in preparing grievance responses, and they will learn to utilize information management tools and CSC systems such as The Hub, the Offender Management System, RADAR and RADAR-Prime. Depending on the operational requirements of the Division, students may be asked to participate and assist in projects related to the Division and the Offender Complaints and Grievances Process.

While at CSC, students may take advantage of opportunities to interact with and explore other divisions at National Headquarters, such as the Women Offender Sector, Health Services, and the Human Rights Unit, and external partners such as the Office of the Correctional Investigator and the National Monitoring Centre.

Field Placement Modalities and Constraints:
- Reliability Clearance
La division des Recours des délinquants de Service correctionnel Canada (SCC) a comme mission de permettre un règlement rapide et équitable des plaintes et griefs des délinquants et de recommander des mesures correctives dans les cas d’injustice ou de maltraitance. Les délinquants sous responsabilité fédérale peuvent utiliser le processus de règlement des plaintes et griefs lorsqu’ils estiment avoir été traités de façon injuste ou non conforme à la loi ou aux politiques relativement à des questions qui relèvent de la compétence du commissaire du SCC.

Le processus de règlement des plaintes et griefs des délinquants est composé de trois paliers : le palier de la plainte ; le palier initial ; et le palier national. La division des Recours des délinquants traite tous les griefs qui sont soumis au palier national, lequel constitue le dernier niveau décisionnel du processus de règlement des plaintes et griefs des délinquants. Si les délinquants ne sont pas satisfaits de la décision rendue au palier National, ils peuvent demander un recours judiciaire à la Cour fédérale. La division veille à ce que les préoccupations soulevées dans les griefs des délinquants ainsi que leurs attentes soient prises en compte afin qu’un projet de réponse soit rendu quant aux allégations présentées. Lorsqu’un grief ou une plainte est maintenu ou maintenu en partie, des mesures correctives sont nécessaires et doivent être prises afin de s’assurer que le SCC exerce ses fonctions dans le respect des lois et politiques applicables, que les torts causés au délinquant soient corrigés le cas échéant, et que les politiques et procédures du SCC puissent être amendées lorsque nécessaire. En plus de fournir des projets de réponses aux griefs, la Division Recours des délinquants utilise les renseignements relatifs aux plaintes et griefs pour soulever des problèmes spécifiques ou systémiques afin d’évaluer et de recommander des amendements aux politiques, aux procédures et aux pratiques du SCC.

Les étudiants qui participent à un stage à la Division Recours des délinquants peuvent s’attendre à remplir les responsabilités/activités d’un analyste de plaintes et griefs. Cela inclut, sans s’y limiter :

- Analyser les allégations présentées au palier national en utilisant la législation, les politiques et les lois, et toute autre information pertinente;
- Identifier les enjeux soulevés dans les présentations des délinquants;
- Communiquer à l’oral et à l’écrit avec le personnel en établissement, ou avec les délinquants, afin d’obtenir tous les renseignements additionnels nécessaires et pertinents à l’analyse;
- Consultez les différents secteurs et divisions du SCC lorsque nécessaire;
- Présenter des recommandations écrites aux chefs d’équipes et aux gestionnaires;
- Initiier la mise en œuvre de mesures correctives lorsque nécessaire.

Pendant le stage, les étudiants peuvent s’attendre à faire l’expérience d’une grande variété de griefs, tels que ceux concernant le rendement du personnel, la cote de sécurité, les effets personnels, les visites et bien d’autres. Les étudiants sont les bienvenus et sont encouragés à exprimer leur intérêt pour des sujets particuliers.

De nombreuses ressources sont disponibles afin d’aider les étudiants à préparer leur projet de réponse relatif aux griefs et ils apprendront à effectuer la collecte de données et l’analyse de l’information pertinente au dossier par l’entremise de divers portails/systèmes informatiques propres au SCC, tels que le Hub, le Système de gestion des délinquants ou encore RADAR et RADAR-Prime. Selon les besoins opérationnels de la Division, les étudiants peuvent être invités à participer à des projets connexes liés à la Division et aux traitements des plaintes et griefs des délinquants.

Au SCC, les étudiants peuvent profiter des occasions d’interactions avec d’autres divisions de l’administration centrale, telles que le secteur des délinquantes, les services de santé et la Commission canadienne des droits de la personne et avec des partenaires externes tels que le Bureau de l’enquêteur correctionnel et le Centre national de surveillance.

Modalités et contraintes du stage :

Cote de fiabilité
Addressing mental health needs of federal offenders is a key priority for the Correctional Service of Canada (CSC). To this end, CSC has implemented a Mental Health Strategy that is founded on five key components, falling along a continuum of care from intake through to warrant expiry. The components are: (1) mental health screening at intake; (2) Primary Mental Health Care; (3) Intermediate Mental Health Care; (4) Psychiatric Hospital Care at a regional treatment centre; and (5) transitional care for release to the community. CSC’s Mental Health Branch at National Headquarters supports the provision of mental health service throughout the duration of the offender’s sentence through the development, implementation, and monitoring of standards, guidelines, and policy.

A description of services provided at each level of care is outlined below:

1. **Mental health screening at intake:** Effective screening and assessment to ensure timely identification of offenders with mental disorders is a key component of essential mental health care and is considered best practice in the provision of mental health services.

2. **Primary Mental Health Care:** Mental health care provided to offenders with mental health needs that can be accommodated by mental health teams in mainstream CSC institutions.

3. **Intermediate Mental Health Care:** Mental health care for offenders who do not need to be in a hospital, or do not consent to hospital admission, but still need more mental health care than is available at the primary care level.

4. **Psychiatric Hospital Care:** Mental health services for offenders who have such severe mental health needs that care cannot be provided in regular institutions.

5. **Transitional Care for release to the community:** The transitional service that supports offenders with mental health issues being released from an institution to the community, including clinical discharge planning.

CSC’s Mental Health Strategy is supported by management practices. The Mental Health Strategies and Reporting team is responsible for the ongoing training of CSC staff and community partners on the Fundamental of Mental Health; the development of tools to support staff in their daily interactions with offenders with mental health needs; research and performance measurement activities to identify best practices and areas for improvement; partnerships with provincial, territorial, and international correctional and forensic mental health agencies in order to share best practices and cost-sharing solution to enhance the quality of mental health services for offenders with mental health needs; responses to Boards of Investigation; integrated engagement strategy and input to corporate policy and planning document and other ad-hoc projects.

As a placement student at National Headquarters, you will have the opportunity to work in the specific area that you are interested in, as well as working with the other teams and learning about the Mental Health Branch as a whole.
Summary of Duties

The student will be exposed to a wide range of issues related to working with offenders with mental health issues. The placement may involve reviewing relevant literature, inputting, validating, and analyzing quantitative data, writing research results, contributing to the development of policy documents, and administrative tasks in order to obtain a wide range of knowledge on various projects within the organization. As Microsoft Excel and offender database software packages will be used regularly, the student should have an interest in learning the applied utilizations of these programs. The student will attend meetings and work collaboratively with other staff and students in order to develop teamwork and administrative skills. This placement would be of particular interest to students interested in data management, mental health and corrections research and/or policy.

Skills and competencies developed will vary depending on the student’s interests and experience. However, in general, past students have developed the following skills:

- Writing for various audiences
- Quantitative data collection, entry and analysis
- Synthesizing information from diverse sources
- Administrative skills such as writing minutes, memorandums and organization/coordination of meetings
- Time management

The goal by the end of the placement is to increase the student’s knowledge of the Mental Health Services offered by CSC.

Field Placement Modalities and Constraints

- English or French: bilingual would be an asset
- Enhanced reliability clearance
- Preference might be given to the student that possesses analytical skills including the ability to use statistical software such as SPSS, SAS, Excel and other project management applications such as Microsoft Project, Adobe, etc.

CSC Research Branch

The Correctional Service of Canada has been a leader in the use of evidence-based decision making and the development of correctional interventions. The Research Branch is a key contributor to this approach, providing custom research to meet the organization’s needs in-line with its mandate: To conduct an applied program of research that advances effective and efficient corrections towards the goals of crime prevention and public protection.

The Research Branch works with Canadian federal/provincial/territorial governments, national and international academics, and international correctional organizations. It encourages active collaboration between levels of government, the academic research community, non-government organizations, and other correctional jurisdictions. The Branch is dedicated to sharing the research results it produces through
effective communication, dissemination, and knowledge mobilization activities. There are four units within the Research Branch: Operational Research, Intervention and Women Offender Research, Partnerships and Knowledge Mobilization, and Special Projects and Data Management. The Operational Research, Interventions and Women Offender and the Special Projects and Data Management unit all offer placement opportunities.

Operational Research

The Operational Research Section’s purpose is to provide support to other Correctional Service of Canada sectors involved in operations through the completion of research studies focused on relevant operational issues. More specifically, the Section’s program of research includes: analyses of unique sub-populations (such as offenders affiliated with gangs or other criminal organizations), their impact upon the Service, and the management of these sub-populations; tests and validations of offender assessment and classification instruments; examinations of issues related to human resource management, from recruitment to retirement; investigations of the transition of offenders into the community; and, examinations of operational strategies to maximize the efficiency and effectiveness of the service.

Intervention and Women Offender Research

The goal of the Interventions and Women Offender Research Section is to promote applied program and mental health research to contribute to a body of knowledge that will improve correctional practices and interventions. The section is responsible for research on various aspects of correctional programs and interventions, including: the examination of program participation; the analysis of factors related to successful correctional program participation; and the assessment of the impact of program participation on institutional and community correctional outcomes. In addition, a continued focus of the has been the prevalence and nature of mental and physical health issues in offenders and the correctional program outcomes of offenders identified with mental health and co-occurring substance abuse and mental health problems. Women Offender research conducts research in the areas noted above (i.e. outcomes of correctional intervention, prevalence and nature of mental health issues, assessment and classification of offenders, and the effectiveness of staff training initiatives), but the focus is on the specific needs and outcomes of women under supervision in the Correctional Service of Canada.
Summary of duties

Each year, the research projects completed number between 10 and 20. Typically, projects are broken down into sub-components depending on the projects underway, but these may include:

- Completing literature reviews;
- Reviewing offender files;
- Entering and/or analyzing quantitative or qualitative data;
- Writing sections of reports, briefing notes or other communication;
- Peer-reviewing peer’s writing; and,
- Contributing to the development of research methodologies.

In rare cases, students may also be asked to visit institutions, interview or administer assessment instruments to offenders, and/or interview or administer assessment instruments to staff.

Certain administrative duties may also arise during the placement depending on the projects. These could include photocopying, liaising with other government departments or academics, and the like. If such tasks arise they will comprise of a small portion of the student’s total duties.

The student will gain a thorough understanding of the Research Branch and of the Correctional Service of Canada as a whole. The student will develop sound writing skills, analytical skills, and organizational skills as her or she is required to complete research tasks, work within a federal government framework, and complete projects independently.

Field Placement Modalities and Constraints

- Reliability Security Clearance
- English or bilingual; bilingual would be an asset.
CSC Evaluation Division

The Evaluation Division is responsible for the systematic and neutral collection and analysis of evidence to assess the relevance and performance of CSC’s programs, policies, initiatives and priorities. Evaluations make use of social science research methods to provide timely, strategic, objective and evidence-based findings to support senior managers in decision-making, accountability, innovation and achieving results.

Students will become familiarized with:
- the structure and steps involved in conducting an evaluation in the criminal justice field;
- the role of evaluation at CSC and in the federal government more broadly;
- the impact of evaluation on correctional programs, policies, initiatives and priorities;
- current criminal justice issues; and
- government-wide policy considerations (e.g. Gender-based Analysis Plus) and how they can be incorporated into evaluations.

Students will have opportunities to develop/strengthen their skills in one or more of the following areas:
- Qualitative data collection, coding and analysis;
- Quantitative data collection, coding and analysis;
- Report writing;
- Synthesizing information from diverse sources;
- Collaboration and team work;
- Use of various software (statistical, word processing, etc.).

Summary of Duties:

Students will contribute to the advancement of project-specific evaluation objectives, depending on the evaluation project and timelines. Some examples of student contributions are as follows:
- Determining the continued relevancy of a correctional program, policy or initiative through tasks such as:
  - Conducting a literature review; and
  - Participating in consultative group meetings with stakeholders.
- Determining the success of a policy, program or initiative through tasks such as:
  - Assisting in the creation of an evaluation matrix for the purposes of grouping expected results with relevant performance indicator;
  - Assisting in the creation of interview guides for various stakeholder groups (offenders, program managers, community stakeholders etc.) that focus on aspects of effectiveness and efficiency; and
  - Conducting qualitative and quantitative data coding and analyses.

Field Placement Modalities and Constraints
- No language requirements;
- Reliability Clearance will be established for the candidate through CSC processes.
The Restorative Justice Unit at the Correctional Service of Canada strives to integrate and advance the use of restorative justice principles and approaches in the broader correctional agenda. This is accomplished by supporting a number of initiatives including those aimed at broad criminal justice reform—such as intergovernmental partnerships, outreach activities, education and training. In addition, we are responsible for creating programs and initiatives aimed at offering opportunities for communication between victims, offenders and communities with a view towards healing, accountability, safety and reparation. Finally, we are also involved in developing innovative programs that strive to transform the prison and parole environment in line with restorative principles and values.

For further information, please visit our website: www.csc-scc.gc.ca/restorative-justice

**Summary of Duties**

Students on placement are typically offered a number of experiences. Often, they are provided with one major area of responsibility for which they provide leadership. Previous examples include unique research and evaluation projects, partnership/network development and pilot initiatives. In addition, students are involved in providing assistance to other ongoing activities within the unit, providing them some exposure to a wide range of work plan activities.

Students typically develop skills related to research, writing, and education/outreach while on placement. In addition, they develop a better understanding of the federal corrections environment and the application of restorative justice. They are also exposed to the public service environment, including the unique dimensions of providing national leadership and direction to a largely decentralized organization. Finally, students will develop skills related to personal leadership and teamwork while on placement.

**Field Placement Modalities and Constraints**

- English, French or Bilingual
- Enhanced Reliability Security Clearance

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The Victim Services Unit at the Correctional Service of Canada offers leadership in dealing with victims’ concerns, supports operational objectives related to victims, and provides information services to victims of federal offenders. Victim Services supports the national agenda for victims of crime in collaboration with other federal partners: the National Office for Victims and the National Parole Board (both within the Department of Public Safety), the Policy Centre on Victim Issues and the Federal Ombudsman for Victims of Crime (both within the Department of Justice).

At National Headquarters, Victim Services staff develop policy though consultation with internal and external partners, including victims and victim advocacy groups. Staff at the five regional Victim Services Units provide
dedicated services and have the responsibility for managing the provision of information and services to registered victims of federal offenders.

For further information, please visit our website: [www.csc-scc.gc.ca/victims-victimes](http://www.csc-scc.gc.ca/victims-victimes)

**Summary of Duties**

- Conduct research, including literature reviews, from a list of specific topics identified by CSC Victim Services
- Contribute to researching policy issues
- Collect and analyze qualitative and quantitative data using CSC systems such as Infonet, research databases and the Public Safety library
- Provide assistance to other ongoing activities within the Unit, gaining exposure to a wide range of work plan activities
- Attend workshops, meetings, conferences (learning opportunities), as appropriate

Student’s will develop a working knowledge of the unit’s purpose, organizational structure, functions and services, policies, standards and procedures, and partnerships with social and community agencies. Students will also develop and improve skills in planning and conducting research, technical writing, and interpersonal communication in an office environment.

**Field Placement Modalities and Constraints**

- English essential, French an asset
- Enhanced Reliability Security Clearance
- Basic computer skills (word processing, e-mail, web searches, ability to work independently, effective use of library)
The Correctional Service of Canada (CSC), as part of the criminal justice system and respecting the rule of law, contributes to public safety by actively encouraging and assisting offenders to become law-abiding citizens, while exercising reasonable, safe, secure and humane control.

The Women Offender Sector Mission: We are committed to building a safe, supportive correctional environment that empowers women offenders to live with dignity and respect, rebuild their lives and return to society as law-abiding citizens.

At National Headquarters, the Women Offender Sector promotes the development, implementation, delivery and effective management of reintegration programs in the following areas: correctional programs, education programs, employability programs, and other social programs. All programs designed for women offenders should be integrated and have a mutually reinforcing effect. Interventions are multiple, may be different, but most importantly, all interventions support CSC’s reintegration efforts with offenders.

Summary of duties:

As part of the Women Offender Sector, the position of a field placement student with Interventions and Policy is an interesting and fulfilling experience. The student would work closely with two Managers, Senior Project Managers and an Analyst. The Interventions team looks after the mental health, aboriginal, employment and women’s programs files. The student would have the opportunity to gain working experience in all these areas.

The responsibilities associated with this position are:

- Assist the supervisor with various projects surrounding women’s corrections;
- Research and prepare literature reviews, summaries and analysis in different program areas, such as family violence, sex offenders, criminal attitudes; substance abuse, education, employment, and abuse and trauma issues;
- Assist the program development team with the creation of new women offender programs;
- Create didactic support material for programs;
- Attend meetings with staff from National Headquarters and/or front line staff if the occasion arises;
- Visit institutions or parole officers if the occasion arises;
- Assist with meetings in taking minutes if the occasion arises;
- Review translated documents;
- Liaise with other staff members and stakeholders.

Note that some administrative duties may also arise during the placement depending on the project, and can include photocopying, transcription, and so forth.

Field Placement Modalities and Constraints

- One placement per semester
- Bilingualism essential
- Enhanced Reliability status
The following skills and attributes are required: strong communication skills, both oral and written; ability to synthesize, analyze and summarize information from various sources; organizational skills including time management skills and attention to detail; self-directed – able to work on his/her own without constant supervision; good interpersonal skills.
The Research and Statistics Division (RSD) is situated within the Policy Sector of the Department of Justice Canada. Our job is to provide timely social science research and analytical expertise in support of Department of Justice people and priorities.

Our research focuses on a wide variety of justice-related issues, including: Aboriginal issues, criminal justice issues, criminal procedure reform, Criminal Code reform, substance abuse, family violence, governance, human rights and privacy, international research, legal aid, mental health, northern justice issues, high risk offenders, organized crime, race and diversity, criminal law and sentencing, terrorism and national security, victims and youth justice. In addition, we undertake reviews of internal programs for the Department, such as the National Mentoring Program, and work on various corporate initiatives in support of Department priorities. We also provide litigation support (finding expert witnesses, reviewing affidavits, etc.), particularly in Charter litigation where social science evidence is required.

In addition to providing high-quality research to relevant policy areas, the RSD provides services such as data collection and statistical analysis, environmental scanning, literature reviews, methodological advice, survey and questionnaire design.

### Summary of Duties

Placement students may be responsible for a variety of tasks, including collecting, entering, compiling, editing, and analyzing quantitative and qualitative data from a variety of sources. Data may come from original data collection or from secondary sources such as those collected by the Canadian Centre for Justice Statistics, Statistics Canada.

Students will be exposed to the policy research environment and learn, for example:

- the steps involved in conducting policy research (e.g., understanding the role of the client, where the data/information will come from, the role of the Research Review Committee (RRC) in the research design, identifying analytical techniques and methods, how to write in a government context, how the research will be disseminated);
- the changing priorities of a policy environment;
- the work involved supporting Charter litigation and corporate research; and,
- how to work in an office environment (e.g., Outlook, scheduling and attending meetings, prioritizing your time, teamwork).

Candidates should come with an open mind and a readiness to learn. Candidates should have basic to intermediate knowledge of Microsoft products (Word, Excel, PowerPoint and Access). Some degree of experience working with statistical software packages such as SPSS or SAS may be an asset.

Students may develop the following skills and competencies while on placement:

- knowledge of the Department of Justice, the Policy Sector, and the role of the Research and Statistics Division (RSD);
knowledge of specific substantive areas (e.g. restorative justice or impaired driving);
qualitative and quantitative analyses (SASS, SPSS, Excel, etc.);
knowledge of the research procedures at RSD;
report writing in a government context;
presentation skills;
interpersonal and social interaction skills; and,
how to collect and summarize data and research from secondary and primary sources.

Field Placement Modalities and Constraints

- Suitable for a French or English Speaking student
- Enhanced Reliability Status
- Student must submit a writing sample before the interview
- Student must submit the name of a reference

Division de la recherche et de la statistique du MJ

La Division de la recherche et de la statistique (DRS) relève du Secteur des politiques du ministère de la Justice Canada. Notre travail consiste à fournir, en temps opportun, une expertise en analyse et en recherche dans le domaine des sciences sociales, et ce, à l’appui des employés et des priorités du ministère de la Justice.

Notre travail de recherche met l’accent sur une vaste série de questions liées à la justice, notamment : les questions autochtones, les questions de justice pénale, la réforme de la procédure criminelle, la réforme du Code criminel, le traitement de la toxicomanie, la violence familiale, la gouvernance, les droits de la personne et la protection des renseignements personnels, la recherche internationale, l’aide juridique, la santé mentale, les questions de justice dans le Nord, les délinquants à risque élevé, le crime organisé, la race et la diversité, le droit pénal et la détermination de la peine, le terrorisme et la sécurité nationale, les victimes et la justice pour les jeunes. De plus, nous effectuons des examens des programmes internes pour le Ministère, comme le Programme national de mentorat, et nous travaillons à diverses initiatives ministérielles à l’appui des priorités du Ministère. Nous offrons également du soutien en matière de litige (trouver des témoins experts, examiner des affidavits, etc.), particulièrement dans les litiges liés à la Charte où des preuves en sciences sociales sont requises.

En plus de fournir des recherches de grande qualité aux secteurs des politiques appropriés, la DRS offre des services comme la collecte de données et l’analyse statistique, l’analyse contextuelle, l’examen de la documentation, des conseils méthodologiques, la conception de sondage et de questionnaire.

Sommaire des tâches

Les étudiants du programme de stage pourront être responsables d’une série de tâches, notamment la collecte, la saisie, la compilation, le formatage et l’analyse de données quantitatives et qualitatives provenant de diverses sources. Les données pourront provenir des collectes de données originales ou de sources secondaires comme les données recueillies par le Centre canadien de la statistique juridique, Statistique Canada.

Les étudiants auront l’occasion de se familiariser avec le milieu de la recherche en matière politique et ils apprendront par exemple:
Les étapes liées à la conduite de recherches en matière politiques (p. ex. comprendre le rôle du client, la provenance des données/de l’information, le rôle du Comité d’examen de la recherche (CER) dans la conception de la recherche, la détermination des techniques et méthodes d’analyse, la manière de rédiger dans le contexte gouvernemental, la manière dont les résultats de la recherche seront diffusés);

- Les priorités changeantes d’un environnement lié aux politiques;
- Les travaux entourant l’appui aux litiges liés à la Chartre et la recherche ministérielle;
- La manière de travailler dans un bureau (p. ex. Outlook, organisation de réunions et participation à celles-ci, établissement de priorités pour la gestion de son temps, travail d’équipe).

Les candidats devraient venir avec un esprit ouvert et être prêts à apprendre. Ils devraient avoir des connaissances (de basiques à intermédiaires) des produits de Microsoft (Word, Excel, PowerPoint et Access). Un certain niveau d’expérience de travail avec des logiciels de statistiques comme SPSS ou SAS pourrait être un atout.

Pendant leur stage, les étudiants pourraient développer les compétences suivantes :

- connaissance du ministère de la Justice, du Secteur des politiques et du rôle de la Division de la recherche et de la statistique (DRS);
- connaissance de domaines particuliers (p. ex. justice réparatrice ou conduite avec facultés affaiblies);
- analyses qualitatives et quantitatives (SAS, SPSS, Excel, etc.) ;
- connaissance des procédures en matière de recherche à la DRS;
- rédaction de rapports dans le contexte du gouvernement;
- compétences en présentation;
- habiletés interpersonnelles et habiletés en interaction sociale;
- comment recueillir et résumer des données et des recherches provenant de sources primaires et secondaires.

**Modalités et contraintes du stage :**

- S’adresse aux étudiants francophones ou anglophones
- Cote de fiabilité approfondie
- L’étudiant doit soumettre un exemple de rédaction écrite afin d’évaluer la qualité de la langue
- L’étudiant doit soumettre le nom d’une référence.
La Section de la politique en matière de droit pénal (SPMDP) est le centre d’expertise du Ministère relativement au droit pénal et est responsable de gérer l’élaboration des politiques en matière de droit pénal, notamment au moyen de modifications au Code criminel et à des lois connexes. Elle a également pour mandat d’appuyer la mise en œuvre du droit pénal canadien et des réformes connexes. La SPMDP est également responsable d’identifier les tendances et les préoccupations relatives au droit pénal. Elle appuie donc le ministre de la Justice dans l’exécution d’un des éléments importants du mandat du Ministère, conseille le gouvernement du Canada sur une grande variété de questions liées au droit pénal, tant à l’échelon national qu’international, en conseillant directement le ministre de la Justice, en collaborant avec les avocats des services juridiques ministériels associés à d’autres ministères ou organismes et en offrant des services de consultation. La SPMDP s’engage également avec des partenaires internationaux en vue de faire progresser et de protéger les intérêts et les valeurs des Canadiens dans l’élaboration de mesures globales de lutte contre la criminalité et le terrorisme. Compte tenu de l’étendue du mandat, la SPMDP appuie le gouvernement en vue de faire progresser un grand nombre d’initiatives législatives ainsi que d’autres questions débattues au Parlement.

Sommaire des responsabilités :


La section s’efforce de présenter aux étudiants un éventail de questions d’actualité intéressantes ayant trait à la réforme du droit pénal. L’étudiant travaillera avec de nombreux professionnels à un éventail de questions d’ordre criminologique, sociologique et juridique dans des domaines comme le crime organisé, la sécurité, le terrorisme et la gouvernance, la réforme de la structure du système de justice, la criminalité, la victimisation, la criminalité technologique et la haute technologie et les questions internationales de justice pénale. Il/elle acquerra de l’expérience en élaboration de législation et de politiques.

Les étudiants perfectionneront les compétences suivantes : recherche et analyse des politiques; communication par écrit; élaboration de politiques; soutien aux consultations; compréhension du processus parlementaire d’adoption des lois.

Modalités et contraintes du stage :

- Français ou anglais
- Cote de sécurité secrète
- Compétences recherchées : bonne expression à l’oral et à l’écrit; bonne connaissance des outils Microsoft Office (Word, PowerPoint, Excel); bonne capacité de recherche, analyse et synthèse de l’information/de données; gestion de priorités et respect des échéanciers.
The Criminal Law Policy Section (CLPS) serves as the Department’s centre of expertise for criminal law and is responsible for the development of criminal law policy, particularly through amendments to the Criminal Code and related statutes. CLPS is also responsible for identifying trends and concerns in criminal law. In this capacity, we provide support to the Minister of Justice in carrying out an important component of the Department’s mandate and provide advice on a wide range of criminal law matters, both domestic and international, to the Government of Canada, either directly to the Minister of Justice or by working with and providing advice to lawyers in legal service units associated with other departments and agencies. CLPS also engages international partners in order to advance and protect Canadian interests and values in the development of global anti-crime and terrorism measures. With this broad mandate, CLPS is called upon to address a very wide range of topical issues that feature prominently on the agenda of the Department and the Government. At any given time, CLPS can be supporting the Government to advance a large number of legislative initiatives as well as other matters in Parliament.

**Objectives of student positions**

Prepare and draft analytical documents relating to criminal law. Assist CLPS personnel in the preparation of written submissions, reports and reference documents (e.g. reports to Federal/Provincial/Territorial Deputy Ministers and Ministers; submissions to Cabinet; reports for international criminal law bodies). Participate in meetings (e.g. meetings with stakeholders or justice system partners such as provincial and territorial officials; meetings with other Justice sections; parliamentary proceedings in which legislation is being studied). Perform research and prepare reference documents.

Every effort is made to expose students to a range of current and interesting criminal law reform issues. The student will work with several professionals on a variety of criminological, sociological or legal issues in areas such as Organized Crime, Security/Terrorism/Governance, Crime and Structural Reform of the Justice System, Victimization, High-tech Crime and Technology, Social and Moral Issues, and International Criminal Justice Issues and will gain experience in the processes of developing legislation and policy.

**Skills that will be developed by students:** policy research and analysis; writing skills; policy development; consultations support; comprehension of parliamentary and legislative processes.

**Field Placement Modalities and Constraints:**

- French or English speaking
- Secret security clearance required
- Looking for a student with ability to research, analyze and synthesize information/data; good knowledge of Microsoft Office (Work, PowerPoint, Excel); ability to prioritize and meet deadlines.
PUBLIC SAFETY
PS Community Safe

ty and Countering Crime Branch

Public Safety Canada (PS) was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians. As Canada’s lead department for public safety, Public Safety Canada works with five agencies and three review bodies – Canada Border Services Agency, Canadian Security intelligence Service, Correctional Service Canada, National Parole Board, Royal Canadian Mounted Police, the Commission for Public Complaints Against the RCMP, the Office of the Correctional Investigator and the RCMP External Review Committee. They are united in a single portfolio and report to the same minister. The result is better integration among federal organizations dealing with national security, emergency management, law enforcement, corrections, crime prevention and borders.

Community Safety and Countering Crime Branch (CSCCB) is led by Assistant Deputy Minister Kathy Thompson. This branch is responsible for policy and research related to policing, Aboriginal policing, crime prevention, corrections, organized crime, illicit drugs, contraband tobacco, child sexual exploitation on the Internet, human trafficking, human smuggling, gun crime and firearms.

The Research Division of CSCCB is led by Director Douglas May. On behalf of Public Safety the division coordinates research activities on behalf of the branch. The division also supports policy development work by undertaking research projects in-house, in partnership with stakeholder and academics, or through contracts, and contributes to criminological research in the federal government generally though such mechanisms as Statistics Canada committees or federal-provincial-territorial committees and working groups.

Summary of Duties

The placement student’s responsibilities fall into two main areas – administrative and research duties. Depending on the operational need, tasks could include:

- Administration: coordination of meetings and events; note-taking; document formatting; editing; memo writing; and,
- Research: support creating bibliographies; writing summaries of academic articles; interpreting and analyzing publications; coding; data cleaning; report writing; quantitatively analyzing collected statistics; and, interviewing.

The placement student will develop skills and competencies in a number of different areas, depending on operational opportunities during their placement term:

- Communications: succinct written communications; formal oral communication; editing; interview skills.
- Research: library and Internet research; understanding and applying criminological research methods; content expertise on the subject of organized crime; and,
- Public administration: knowledge of the machinery of government; exposure to applied research methods; knowledge of the policy development process; and, writing briefings.

Field Placement Modalities and Constraints

- English essential
• Mostly days but some time outside regular hours may be required (e.g. weekends or evenings)
• Some travel may be required
• Secret Security Clearance
Public Safety Canada was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians. Our mandate is to keep Canadians safe from a range of risks such as natural disasters, crime and terrorism. Public Safety Canada works with five agencies and three review bodies, united in a single portfolio and all reporting to the same minister.

With regard to countering crime, Public Safety Canada provides federal policy leadership, coordination and program support on many activities related to crime prevention, law enforcement, and the rehabilitation of criminals. The intent is to reduce crime by collaborating with federal, provincial and territorial partners to design and deliver national programs that are specific and appropriate to regions and communities. The programs delivered through these partnerships help provide the tools, education and support to effectively reduce, deter and prevent crime in Canada.

The Corrections and Criminal Justice Division of the Community Safety and Countering Crime Branch of Public Safety Canada is responsible for developing legislation and policies governing corrections, implementing innovative approaches to community justice, and providing research expertise and resources to the corrections community.

**Summary of Duties:**

As Junior Policy Analyst, you will assist Senior Policy Analysts, Policy Advisors, and Management in their day-to-day duties. You will provide support, advice on issues related to corrections and criminal justice issues.

You may be called upon to undertake background research and provide information for use in the development of position papers, briefing notes, presentations, ministerial correspondence, agreements including TB Submissions and Memoranda to Cabinet for use by senior management on high-profile files.

The candidate will develop the following skills:

**Communication, thinking and learning skills:**
- communicating effectively, using means and styles appropriate for the audience;
- collecting and analyzing data, researching and synthesizing information related to criminogenic issues;
- evaluating senior management needs and providing advice and guidance;
- using technology and information systems effectively.

**Personal management skills:**
- displaying positive attitudes and behaviours (e.g. self-confidence, integrity, initiative and willingness to learn);
- ability to set goals and priorities;
- ability to plan and manage time and resources;
- recognizing and respecting workplace diversity and individual differences;
- generating innovative ideas and strategies for delivering products for senior management;
- taking responsibility for actions and decisions;
- being adaptable to changing priorities and circumstances in the workplace.
Teamwork skills:
- understanding and contributing to organizational goals;
- understanding and working within the culture of the department;
- ability to co-operate with others to achieve set results;
- developing and maintaining relations with internal and external stakeholders.

Knowledge:
- Public Safety Canada's mandate, programs and portfolio structure;
- current and emerging public safety issues as they relate to corrections and criminal justice;
- policy or program processes;
- federal government policy development, including Parliamentary and Cabinet decision-making processes;
- analysis and interpretation of various Acts, such as the Criminal Records Act, Criminal Records Regulations, Corrections and Conditional Release Act, and the International Transfer of Offenders Act.

Field Placement Modalities and Constraints:

- English, bilingualism an asset
- Secret security clearance required
- proficient computer skills: Windows, Microsoft Office Suite (Excel, Word, PowerPoint, Outlook);
- proficient keyboarding skills;
- effective communicator, both orally and in writing;
- effective interpersonal skills;
- creative and adaptable;
- possesses strong qualitative and quantitative research competencies;
- possesses strong research and analytical skills.
Public Safety Canada (PS) was created in 2003 to ensure coordination across all federal departments and agencies responsible for national security and the safety of Canadians. As Canada’s lead department for public safety, Public Safety Canada works with five agencies and three review bodies – Canada Border Services Agency, Canadian Security intelligence Service, Correctional Service Canada, National Parole Board, Royal Canadian Mounted Police, the Commission for Public Complaints Against the RCMP, the Office of the Correctional Investigator and the RCMP External Review Committee. They are united in a single portfolio and report to the same minister. The result is better integration among federal organizations dealing with national security, emergency management, law enforcement, corrections, crime prevention and borders.

The Research Division is part of the Community Safety and Countering Crime Branch. On behalf of Public Safety, the Research Division coordinates research activities. Specifically, the Law Enforcement and Policing Research Unit (LEPRU) within the Research Division is responsible for research related to the legalization of cannabis, cybercrime, guns and gangs, human trafficking, child sexual exploitation and sexual assault. LEPRU supports policy development work by undertaking research projects in-house, in partnership with stakeholder and academics, or through contracts.

**Summary of Duties**

The placement student’s responsibilities fall into two main areas – administrative and research duties. Depending on the operational need, tasks could include:

- **Administration:**
  - coordination of meetings and events;
  - note-taking;
  - document formatting and/or editing.

- **Research:**
  - literature reviews;
  - interpreting and analyzing publications;
  - quantitative and/or qualitative data analysis.

The placement student will develop skills and competencies in a number of different areas, depending on operational opportunities during their placement term:

- **Communications:**
  - succinct written communications;
  - formal oral communication; and
  - editing.

- **Research:**
  - library and Internet research using academic databases;
  - understanding and applying criminological research methods; and
  - data analysis software.

- **Public administration:**
  - knowledge of the machinery of government;
• exposure to applied research methods;
• knowledge of the policy development process; and
• writing for government.

Field Placement Modalities and Constraints

• English essential or Bilingual position
• Core hours of the public service (Monday to Friday, 9am-5pm)
• Enhanced reliability security clearance is required before an official offer can be made.
The Civilian Review and Complaint Commission for the RCMP (CRCC) is an independent federal agency created by Parliament to ensure that public complaints made about the conduct of the RCMP members are examined fairly and impartially. CRCC is not part of the RCMP. Its reports make findings and recommendations aimed at correcting and preventing recurring policing problems. The Commission’s goal is to promote excellence in policing through accountability.

The field placement student will work within the CRCC’s Research, Policy and Strategic Investigations Unit. He/she will assist the Unit in research, policy and /or investigative support activities.

**Summary of Duties**

- Perform administrative, research, policy and analytical activities in areas related to police oversight and to policing in general.
- Provide investigative support to staff members working on Chair-initiated complaints (CICs), Public Interest investigations (PIIs), and/or systemic reviews.
- Review and/or assist with the preparation of reports on a variety of police-related issues. Past issues have included, for example: police use of force, the use of body-worn cameras by police, conducted energy weapons, and the use of police dogs.
- Compose written summaries (e.g. Briefing Notes) of policy-related information.
- Attend and contribute to bi-weekly Unit meetings.

**Field Placement Modalities and Constraints**

- English, bilingualism a definite asset
- Days
- Enhanced Security Clearance
- Students should be able to write in a clear and concise manner (writing sample required for interview), capable of working independently and as part of a team, and have a good working knowledge of Microsoft Office applications.
La Commission canadienne des droits de la personne (CCPD) protège le principe fondamental de l’égalité des chances et soutient la vision d’une société inclusive sans discrimination :

- En favorisant le respect des droits de la personne grâce à la recherche et à la mise au point des politiques;
- En protégeant les droits de la personne grâce à un processus équitable et efficace de traitement des plaintes;
- En représentant l’intérêt public dans le but de faire progresser la question des droits de la personne au profit de l’ensemble de la population canadienne.
- En soumettant les employeurs sous réglementation fédérale à des vérifications de conformité à l’équité en matière d’emploi.

Une des fonctions principales de la Commission est de protéger les droits de la personne par la gestion efficace des dossiers et des plaintes. Il incombe ainsi à la Commission de recevoir et de résoudre les plaintes pour discrimination en vertu de la Loi canadienne sur les droits de la personne. La Commission traite les plaintes pour discrimination contre le gouvernement fédéral, les gouvernements des Premières Nations et les entreprises privées réglementées par le gouvernement fédéral, comme les banques, les entreprises de camionnage et les sociétés de télécommunications.

La Direction générale de la protection des droits de la personne veille à l’application de la Loi canadienne sur les droits de la personne. Elle a la responsabilité de protéger les individus contre la discrimination au moyen d’un processus de traitement des plaintes équitable, accessible et efficace, depuis le premier contact jusqu’aux procédures judiciaires. Les services incluent l’accueil, la médiation, l’analyse des articles 40 et 41, l’enquête, la conciliation et le contentieux.

Tâches des stagiaires :
- Participer et contribuer aux initiatives de la Direction générale de la protection des droits de la personne, incluant les Service du registraire, les Services de règlement, la Division des enquêtes et les Services du contentieux;
- Se familiariser avec les plaintes et les renseignements aux dossiers;
- Recueillir, organiser et évaluer l’information disponible qui sert au suivi des demandes, au règlement des différends, à l’analyse des plaintes et aux enquêtes;
- Prépare des demandes de position auprès des parties à une plainte;
- Assister les agents des droits de la personne dans le traitement de leurs dossiers;
- Participation aux réunions de la division, des équipes d’enquête et de l’équipe d’analyse des articles 40 et 41; et
- Participer aux projets spéciaux portant sur les droits de la personne.

En effectuant un stage à la Commission, le stagiaire aura l’occasion de développer les compétences suivantes :

- à organiser, à résumer et à analyser les informations provenant de sources différentes;
- à interpréter et appliquer la Loi canadienne sur les droits de la personne;
- à communiquer efficacement par écrit.
Le stagiaire aura également l’occasion d’acquérir des connaissances relatives aux :

- lois reliées aux droits de la personne ainsi que la jurisprudence connexe;
- aux processus de traitement des plaintes, y compris le processus d’enquête et les services de règlement;
- des techniques et des pratiques d’enquête et/ou établissement des faits.

**Modalités et contraintes du stage**

- Bilinguisme essentiel
- Cote de fiabilité
- Capacité à communiquer efficacement par écrit
- Capacité à communiquer efficacement à l’oral
- Travailler efficacement seul et avec les autres;
- Jugement et fiabilité
Research and Indigenous Issues (RAI) is a unit with the Firearms Management and Strategic Services Directorate of the Canadian Firearms Program (CFP). The CFP, a service line within the RCMP’s Specialized Policing Services, oversees the administration of the Firearms Act and related programs and services. The Firearms Act and its related regulations govern the acquisition, possession, transport, use and storage of firearms in Canada. The objective of the Act is to help reduce firearms misuse, death, injury and crime and to promote public safety through universal licensing of firearms users and owners.

**Summary of Duties**

The primary mandate of the RAI sector is research, both primary and secondary, and development/management of Aboriginal initiatives in the areas of programming and service delivery. The student will be involved with the drafting of summaries and abstracts of firearms (policy and program oriented) research for supervisor’s review. They will also be required to scan the relevant research literature, press clippings and other sources in order to identify current and emerging firearms issues and to coordinate timely and accurate responses with CFP colleagues. The student will also have the opportunity to participate in original research projects undertaken by RAI and provide assistance with collection and maintenance of firearms and criminal justice statistics.

Students will learn how research projects are designed, conducted and assessed by consulting co-workers about research methods; attending meetings with other members of the research team and participating in review and analysis of research. They will also develop research skills and become familiar with databases used by the CFP by locating, compiling and interpreting research and figures related to firearms through the use of various databases such as the Department of Justice and Statistics Canada databases and the Canadian Firearms Information System. Finally, students will have an opportunity to improve writing and computing skills by using computers for research, communication, creating statistical tables and graphs, and drafting reports and writing fact sheets and other documents or reports as the need arises.

**Field Placement Modalities and Constraints**

- English is essential
- Bilingualism is an asset
- Reliability security clearance
- Student requires excellent research skills, an ability to write in a clear and concise manner that is consistent with social science standards, and an ability to critically assess research reports and papers, research design, and related methodological issues. The student should be capable of working independently and in a team.
- Placement is subject to availability of resources
The Sensitive and Specialized Investigative Services (SSIS) branch falls under Technical Operations within Specialized Policing Services (SPS), Royal Canadian Mounted Police, and is comprised of four national programs:

- The National Child Exploitation Crime Centre (NCECC);
- The National Centre for Missing Persons and Unidentified Remains (NCMPUR);
- Behavioural Sciences Investigative Services (BSIS); and,
- Truth Verification Section (TVS).

Within SSIS, there is an additional key section that provides services across the program areas - Strategic and Operational Services (SOS). The national programs and sections within SSIS work closely with crimes related to Internet child sex offending, provides assistance in missing persons and unidentified remains investigations, and seek to enhance the understanding of the dynamics of serial and/or violent crimes and offenders.

The National Child Exploitation Crime Centre (NCECC) has been in operation since 2004, and is the law enforcement component of the National Strategy for the Protection of Children from Sexual Exploitation on the Internet. Its mandate is to reduce the vulnerability of children to Internet-facilitated sexual exploitation by identifying victimized children; investigating and assisting in the prosecution of sexual offenders; and, strengthening the capacity of municipal, territorial, provincial, federal, and international police agencies through training, operational research, and investigative support. The NCECC is Canada’s main point of contact for crimes involving online child sexual exploitation.

The National Centre for Missing Persons and Unidentified Remains (NCMPUR) was created in 2011. It provides specialized services to missing persons and unidentified remains investigations; enhances effectiveness and intelligence building; develops training for police; operates a national website for missing persons; and, manages a national database of missing persons and unidentified human remains.

Behavioural Sciences Investigative Services (BSIS) houses the Violent Crime Linkage Analysis System (ViCLAS), the National Sex Offender Registry (NSOR), and the Criminal and Geographic Profiling units. Their mandate is aimed towards understanding the field of violent and/or serial offenders and crime while concurrently providing useful information, advice and strategies to Canadian law enforcement.

The Truth Verification Section (TVS) provides direction and focus in relation to the use of truth verifying techniques within the RCMP. The TVS provides various services such as the delivery of forensic and pre-employment polygraph testing and investigative statement analysis.

Strategic and Operational Services (SOS) provides services across all program areas. SOS has been in operation since 2004, and encompasses the following Units: Program Research and Development Unit, Human Resources, Administrative, Policy and Program Management Services. The mandate is to advance the investigative mandates of the national programs within SSIS through multi-disciplinary research projects and empirical studies, innovative response strategies, diverse client services, and the establishment of standards in the areas of training, research, and policy.
**Summary of Duties**

The placement student will work with SOS under the direction of Dr. Roberta Sinclair (Manager, Strategic Policy and Research) and will be exposed to various research and education opportunities in areas related to the mandate and program areas within SSIS. Key responsibilities include assisting in research and policy related tasks and activities (e.g., background literature/research, summaries, editing etc.), the preparation of presentations and/or organization of law enforcement meetings and related events. A background in research methods (or currently enrolled in a research methods course); an interest in Internet-related crimes, missing persons and unidentified remains, or serious and/or violent offences; and, strong writing skills would be considered assets.

The skills and competencies the student will develop while on placement include:
- the ability to critically assess and analyze various documents;
- increased knowledge of law enforcement context in the area of SSIS;
- enhanced writing and editing skills (tailored to a law enforcement audience);
- strengthened time management skills by continually prioritizing and completing various ongoing projects and tasks;
- adaption of interpersonal skills within a law enforcement setting; and,
- experience offering specialized support to law enforcement.

**Field Placement Modalities and Constraints**
- Level of Security clearance: Enhanced Reliability
- SSIS is located at 73 Leikin Drive in Barrhaven. Parking is available on the premises as well as accessibility by bus.
The Royal Canadian Mounted Police (RCMP) is the Canadian national police service and an agency of the Ministry of Public Safety Canada. The RCMP is unique in the world since it is a national, federal, provincial and municipal policing body. We provide a total federal policing service to all Canadians and policing services under contract to the three territories, 8 provinces (except Ontario and Quebec), more than 150 municipalities, more than 600 Indigenous communities and 3 international airports.

The National Critical Infrastructure Team (NCIT) is responsible for assessing national security and other criminal threats to critical infrastructure in support of the RCMP’s and Government of Canada’s critical infrastructure protection mandates. NCIT collaborates closely with domestic partners (such as Public Safety Canada, CSIS, ITAC, provincial government agencies, and private sector stakeholders) and international partners (such as security and police partners in the US, UK, and Australia) to acquire, assess, analyze and share information to prevent, detect, deter and respond to actual and potential criminal threats to Canada’s critical infrastructure.

NCIT projects are intelligence-led and priority based. NCIT produces criminal threat and intelligence assessments and indications and warnings related to criminal threats to critical infrastructure, through comprehensive analysis, research and evaluation of information from a variety of classified and open sources. NCIT produces a wide range of intelligence products at varying levels of classification.

**Summary of Duties**

- The primary responsibility of the student will be to assist members of the NCIT team with the collection, interpretation, and presentation of information from a multitude of sources to identify, research, evaluate and produce intelligence products.
- Research complex subjects related to national security, criminal intelligence and critical infrastructure and present the information in a professional format.
- Provide ad hoc assistance to team members through the completion of focused tasks in support of larger projects.

While on placement the student will learn:

- **Knowledge of Research Principles and Practices:** ability to acquire a greater understanding of a subject under study through the application of formal and informal research methodologies to gather and analyze reliable, relevant and verifiable information and/or pilot test tools, systems, processes and/or confirm hypotheses and/or draw conclusions.
- **Build knowledge** of applicable legislation and RCMP Policies, Procedures and Strategic Priorities.
- **Teamwork:** achieve common goals by working cooperatively with others and developing a positive work climate.
- **Meeting Client Needs:** meeting and balancing immediate, concrete client needs to anticipating and solving the client’s long-term strategic needs.
- **Developing self:** recognize and develop personal strengths and learning needs and engage in self-development opportunities to achieve full potential in current and future roles.
- **Flexibility:** considers, adopts and changes behaviours in light of new ideas or work methods, and works effectively within a variety of situations.
• *Planning and Organizing*: plan, implement, evaluate and adjust goals, objectives and courses of action to meet organizational needs.

• *Problem Solving*: systematically analyzes and breaks down problems, risks, opportunities and issues into component parts, identifies appropriate solutions and takes timely actions and decisions.

• *Communication*: effectively receive and convey ideas and information in all its forms (verbal, written and non-verbal) in a way that increases the understanding of the target audience.

• *Conscientiousness and Reliability*: fulfill commitments in a professional, thorough and consistent manner through self-discipline.

**Field Placement Modalities and Constraints**

• Winter placement only

• English essential, bilingualism an asset

• Top secret security clearance
As a federal institution and part of the Public Safety portfolio, the Canada Border Services Agency (CBSA) ensures Canada’s security and prosperity by facilitating and overseeing international travel and trade across Canada’s border. Within the Agency, the National Security Screening Division (NSSD) is responsible for conducting security screening on permanent and temporary resident applications and refugee claims in order to identify national security concerns related to terrorism, espionage, war crimes, crimes against humanity, and organized crime.

Summary of duties

NSSD students will be exposed to Canada’s public safety and immigration programs, and gain experience working in an operational environment, interpreting legislation, collaborating with other government agencies, and handling complex cases that are international in scope. The NSSD’s recommendations operate within the parameters set out by sections 34 (security), 35 (human and international rights violations), and 37 (organized criminality) of the Immigration and Refugee Protection Act (IRPA). As part of a well-rounded placement, NSSD students will perform the complementary tasks of research and case processing. Students will be assigned to a geographic desk and will carry out operational research projects on immigration security issues related to that desk. Students will then put this knowledge into practice by conducting security screening alongside junior and senior officers. The practical component will teach students to research and analyze immigration and refugee cases and to help identify and articulate national security concerns and immigration inadmissibility pursuant to IRPA.

The student will be responsible for:

- Attending all training, meetings, and seminars
- Performing research and analysis and assessing inadmissibility of temporary resident applications referred from Canadian missions abroad as they related to the possible inadmissibility under sections 34, 35 and 37 of IRPA.
- Providing advice and support to domestic and international partners and stakeholders on issues of terrorism, espionage, subversion, war crimes, crimes against humanity, and organized crime.

*As a student at the NSSD there is risk of exposure to materials which may be disturbing or graphic in nature related to terrorism, espionage, subversion, war crimes, crimes against humanity, and organized crime.*

Field Placement Modalities and Constraints

- French, English, bilingualism an asset
- Secret Security Clearance Level required; asset if candidate has already obtained a secret clearance from another government department.
- Must be a Canadian Citizen
- Student must have the ability to analyze and summarize large amounts of information in writing; to prepare written documentation such as reports, presentations or correspondence; to conduct verifications and research in a high-pressure environment; effective time management skills; to make sound decisions and recognize the consequences of decisions taken or actions performed; dependable and able to work well with others; shows an interest in global affairs, national security and immigration; interest in working on the Asia geographic desk.
CANADIAN ASSOCIATION OF ELIZABETH FRY SOCIETIES

The Canadian Association of Elizabeth Fry Societies (CAEFS) is an association of self-governing, community-based Elizabeth Fry Societies that work with and for women and girls in the justice system, particularly those who are, or may be, criminalized. Together, Elizabeth Fry Societies develop and advocate the beliefs, principles and positions that guide CAEFS. The association exists to ensure substantive equality in the delivery and development of services and programs through public education, research, legislative and administrative reform, regionally, nationally and internationally.

The Goals are:

- To increase public awareness and promotion of decarceration for women.
- To reduce the numbers of women who are criminalized and imprisoned in Canada
- To increase the availability of community-based, publicly funded, social service, health and educational resources available for marginalized, victimized, criminalized and imprisoned women.
- To increase collaborative work among Elizabeth Fry Societies and other women’s groups working to address poverty, racism, and other forms of oppression.

CAEFS, specifically, is research and policy based, while local Elizabeth Fry Societies, such as Elizabeth Fry of Ottawa, offer opportunities for direct service work with clients.

Summary of Duties

The Field Placement Student will be asked to assist in the development and publication of annual and occasional reports, fact sheets, and newsletters and to assist in the development of policy positions in areas related to criminalized, marginalized, racialized and institutionalized women.

The student will also be asked to monitor relevant legislation at the federal level and to provide assistance at Board meetings.

There will also be opportunities to attend public events and to develop and participate in public education initiatives. The student can participate in as many functions as she would like.

The field placement at CAEFS is largely student driven. The contributions of the field placement students are often used beyond the duration of the field placement. As such, CAEFS works with students to assist them to make contributions based on their interests and strengths.

The ideal Field Placement Student will have awareness of and interest in women’s issues as well as good research and writing skills. However, CAEFS offers an excellent opportunity for students to develop critical thinking, research and writing skills so no one should be discouraged from seeking a placement with CAEFS.

Though the field placement experience is individualized, all students will gain an understanding of CAEFS’s mandate, principles and goals as well as the operation of our organization. Students will also learn basics of advocacy, such as confidentiality requirements, sensitivity, use of language, among other things. Practical skills include knowledge of the legislation that governs the CSC, navigation of their policies, and to use these skills in the advocacy context.
Depending on the interests of each student and the needs of the organization at the time, field placements can incorporate one or more of the following:

- Drafting public education tools for use on the web site;
- Compiling resources for use in CAEFS positions papers, publications, and submissions;
- In-depth research focused around a particular issue affecting criminalized women;
- Providing assistance at Board Meetings and other events; and,
- Human rights training, among other things.

**Field Placement Modalities and Constraints**

- English essential
- Confidentiality requirements
- No parking available
- CAEFS is open during regular business hours and expects students to conduct their placement during this time. However, CAEFS also offers opportunities for students to attend events, etc. Though often this will take place during the day, events are sometimes held after working hours. Subject to their availability, students are welcome to attend on a volunteer basis. CAEFS will work with students to determine a schedule that works around other commitments such as school and childcare.

Sommaire des responsabilités

Les tâches peuvent être diversifiées et en constante évolution. L’étudiant sera appelée à :

- Participer à des comités de travail tels que celui de La Nuit des sans-abri, le comité mobilisation et le comité Bulletin, profilage social;
- Mettre en place diverses actions découlant des comités ci-haut mentionnés. Par exemple organisation logistique d’évènements, support aux organismes dans la mobilisation citoyenne, élaboration de mécanismes de communication, rédaction d’articles, analyse de données quantitative, recherche sur le profilage social, etc.
- Assister la coordination dans diverses tâches (représentation, planification de formation, accompagnement à des rencontres, actions politiques, etc.)

Évidemment, l’étudiant ne sera pas appelé à effectuer de la relation d’aide. Nous travaillons dans une perspective collective des droits et non pas en représentation individuel.

Les compétences qui seront développées par l’entremise de ce stage sont : connaissance du milieu communautaire de l’Outaouais et plus spécifiquement celui tournant autour de l’itinérance; connaissance des droits humains reliés au phénomène de l’itinérance; analyse de politiques et de leurs conséquences sur le phénomène de l’itinérance; développement d’aptitude au travail en équipe, en animation de rencontre et de formation.

Modalités et contraintes du stage

- Doit être en mesure de se déplacer dans le secteur Hull;
- Français; bilingue un atout
- Disponible le jour et très rarement le soir
- Compétences recherchées : connaissances au niveau des multiples facettes du phénomène de l’itinérance et de la pauvreté; connaissances des ressources communautaires et institutionnelles de l’Outaouais; connaissance de nombreux sujets relevant de la spécificité du travail communautaire; connaissance au niveau des droits des personnes; animation de rencontres; rédaction de compte-rendu; nombreux outils de communication; organisation communautaire, accompagnement de groupes dans leurs pratiques; élaboration de plans d’action et balises de priorités; travail d’équipe.
St. Leonard’s Society of Canada (SLSC) is a charitable organization that aims to promote humane and informed justice policy and responsible leadership to foster safe communities. It:

- Endorses evidence-based approaches to criminal and social justice;
- Conducts research and develops policy;
- Supports its member affiliates; and,
- Advances collaborative relationships and communication among individuals and organizations dedicated to social justice.

The field placement student will learn about working within the social and criminal justice field, with a particular emphasis on community corrections and integration issues relating to individuals under federal supervision. As a national voluntary sector agency, SLSC offers hands-on experience in office operations, Board governance, stakeholder consultation with government, liaising with professionals, social and criminal justice research, drafting policy and business writing. We offer flexibility in terms of research and policy topics within a people-focused and community-based environment and look forward to your contribution to our team!

As SLSC’s placement student, you must:

- Be eager to learn;
- Have an interest in social and criminal justice issues;
- Have an interest in research and policy;
- Seek to refine your researching and/or writing skills;
- Take initiative;
- Be able to ask questions and receive direction;
- Be able to work independently and in a group; and,
- Be motivated, dependable and confident.

By the end of the placement, you will have:

- Contributed to the research and development of policy positions for SLSC;
- Learned about SLSC and its operations as a charitable organization;
- Assisted with day-to-day office operations;
- Learned to respond to information requests by member affiliates and individuals;
- Attended one national Board of Director’s and/or Membership meeting, schedule permitting;
- Attended one National Associations Active in Criminal Justice (NAACJ) meeting, schedule permitting;
- Conducted research relating to community corrections, youth justice, social justice or international community corrections best practices;
- Contributed to and participated in the Society’s Research & Development work;
- Prepared one report, brief, research backgrounder or research/policy piece; and,
- Provided research and/or administrative support for other ongoing projects.
The Journal of Prisoners on Prisons (JPP) is a bi-annual peer-reviewed academic journal featuring articles written by current and form prisoners in the tradition of the penal press. The journal is dedicated to engaging with prisoners internationally, and providing a platform for discussion of all issues related to penal systems of control and the experience of imprisonment. Currently in our 32nd year of publication, the collective that oversees the operations of the journal has grown in recent years with a number of professors, graduate students, anti-prison activists and prisoners serving as members of the Editorial Board. The JPP is looking for an undergraduate or graduate placement student work with members of the collective and assist the journal in a wide range of projects. Ideal candidates are those students that are interested in the production and promotion of prison writing, intend to work with prisoners in some capacity in the future and/ or plan to pursue or are pursuing master’s or doctoral studies in criminology upon completion of their current degrees.

Summary of Duties

- Develop with your supervisor a student-agency agreement
- Complete one or more major projects – based on your particular interests
- Manage and respond to correspondence through mail and e-mail while maintaining the confidentiality of letters, manuscripts, and other materials sent to the JPP by prisoner, ex-prisoners and others.

Major projects

Each placement student will complete at least one major project that he or she will work on continuously during the field placement. The student will be responsible for planning and completing the project. Students may choose to take-on one or more of the following projects, or propose projects of their own.

1. Journal Production:

- A placement student would have the opportunity to work with editorial staff to produce a volume of the Journal of Prisoners on Prisons;
- Assist editorial staff and the Managing Editor with the peer-review process, providing feedback to prospective authors based on the comments of the reviewers;
- Assist the Prisoners’ Struggles Editor in soliciting contributions from prisoner advocacy groups for publication in the issue.
- Assist the Book Review Editor in soliciting books from publishers and have them reviewed by interested prisoners, graduate students or professors for publication in the issue.
- Assist the Co-editors in selecting articles, prisoner’s struggles pieces and book reviews for publication in the issue; and
- Assist the Co-editors in copy editing the issues prior to printing.

2. Marketing and Distribution

- Maintain subscription data base;
- Maintain sales data base;
- Coordinate content on the JPP website and social media platforms;
- Develop a marketing campaign aimed at increasing the subscription base, the use of the JPP in university and college courses, and the overall readership of the journal;
• Organize writing workshops and handouts for prisoners to increase the journal’s pool of authors; and
• Organize academic conference panels and other events to showcase the work of the JPP contributors.

3. Research and Writing

• Read issues of the JPP
• Write abstracts for articles for inclusion in library databases (e.g. Criminal Justice Abstracts, Google Scholar); and
• Co-author a 6,000 to 10,000 word research paper with a member of the editorial staff identifying key recurring themes and debates that have taken place within the pages of the JPP since its inception for submission to a peer-reviewed scholarly journal.

Placement students can expect to gain and develop knowledge, technical and personal and professional development skills including (but not limited to): imprisonment in Canada, United States and internationally; the experience of imprisonment via prisoner writing; sensitivity to issues of criminalization and incarceration; the JPP organization (how the academic journal operates); academic publishing and marketing; scholarly paper writing; organizational and independent working skills (able to manage and monitor one’s ongoing projects); computer skills (EXCEL); writing (academic and report); experience as a criminologist in the field; interpersonal communication skills; experience working in a professional environment; experience in advocacy

Field Placement Modalities and Constraints

• Fall and Winter semester placements are available (up to 1 students per semester).
• Candidates are familiar with or willing to learn about prison scholarship and penal abolitionism; intend on working with prisoners in some capacity or plan to pursue or are pursuing graduate studies in criminology upon completion of their undergraduate degrees; are able to work independently and meet deadlines; have excellent communication skills; possess excellent writing skills.
Crime Prevention Ottawa (CPO) is a small, municipal organization dedicated to “crime reduction and enhanced community safety in Ottawa through collaborative, evidence-based crime prevention.” It brings together City Government, Police Services, School Boards, child protection, public housing, the United Way as well as community, business and academic partners. It was established in 2005 by City Council as a quasi-independent body. Its goals include:

- Building partnerships
- Building capacity through knowledge development and community support
- Researching and innovating by exploring emerging crime issues in Ottawa
- Educating communities on how to implement evidence-informed crime prevention measures

It has developed a community wide strategic plan to reduce crime and enhance community safety in Ottawa based on three priorities:

- Crime affected neighborhoods
- Violence Against Women
- Youth in higher risk situations

Current projects include: The Ottawa Street Violence and Gang Strategy, the “I Can MANifest Change” sexual violence prevention campaign, and the Paint it Up! youth engagement mural program. For more information, visit our website: www.CrimePreventionOttawa.ca

Summary of Duties

During the course of the field placement, students can expect to gain knowledge of community organizations and agencies, emerging crime trends in Ottawa and the basic structure of the City of Ottawa. While this is not a front line position, students will frequently be “in” the community through CPO’s involvement in multiple community-based projects. Students are encouraged to identify an area of interest in relation to our three priorities and an effort will be made to ensure involvement in the most relevant projects.

This placement may include, but it not limited to:

- Literature searches, data analysis and brief report writing
- Maintaining CPO’s social media presence
- Attending community meetings, taking minutes and reporting back.
- Assist in event planning
  - Fall students will provide help with the Annual Community Safety Awards
  - Winter students will provide help with the Annual Crime Prevention Conference
- Administrative duties as required
- Projects as identified throughout the placement

Field Placement Modalities and Constraints

- Most work during the day, some flexibility required (evening meetings, weekend events)
• Criminal Record Check
• Must be computer literate
• Must be self-motivated and have good attitude to work
• Must have good interpersonal skills

Benefits to Students

• Develop understanding of the intersect between community organizations and government
• Generate connections amongst a number of organizations and groups
• Acquire the knowledge to understand the role of management behind programing and strategies
• Apply and merge evidence-based crime prevention strategies alongside innovative ideas
The National Associations Active in Criminal Justice (NAACJ.org) is seeking intellectually curious, self-motivated students who are committed to the not-for-profit sector, human rights, or social and criminal justice. By serving as a mechanism that links Canada’s diverse network of leading criminal justice experts, NAACJ helps members contribute to a more effective justice system through information and support. The members currently include:

1. Association des Services de Réhabilitation Sociale du Québec (ASRSQ)
2. Association in Defence of the Wrongly Convicted (AIDWYC)
3. Canadian Association for Community Living (CACL)
4. Canadian Association of Social Workers (CASW)
5. Canadian Associations of Elizabeth Fry Societies (CAEFS)
6. Canadian Bar Association (CBA)
7. Canadian Criminal Justice Association (CCJA)
8. Canadian Families and Corrections Network (CFCN)
9. Canadian Friends Service Committee (CFSC, Quakers Fostering Justice)
10. Canadian Psychological Association (CPA)
11. CTI Canadian Training Institute (CTI)
12. Church Council on Justice and Corrections (CCJC)
13. Frontier College (FC)
14. John Howard Society of Canada (JHSC)
15. Mennonite Central Committee Canada (MCC)
16. Native Counselling Services of Alberta (NCSA)
17. St. Leonard’s Society of Canada (SLSC)
18. Seventh Step Society of Canada (7th)
19. The Salvation Army (TSA)
20. YOUCAN Youth Canada Association (YOUCAN)

Your contribution will help enhance our capacity to contribute to a more just, fair, equitable and effective justice system by:

- Sharing information and research that contributes to the education of members, partners and the public;
- Conducting research and drafting briefs on timely criminal justice related issues;
- Supporting and participating in meetings and events for members and partners (i.e. Board of Directors, Annual Workshop with Public Safety Canada; Community corrections working group with the Correctional Service of Canada; joint committee with the Federation of Canadian Municipalities, where possible);
- Updating and/or preparing records, minutes, correspondence, spreadsheets and other publications;
- Promoting the role, activities and value of NAACJ and its members.
- Students will also be expected to help out with administrative tasks and day-to-day operations

At present, NAACJ and its members are interested in:

1. Crime prevention through social development;
2. Cost-effective community-based investments to achieve social rehabilitation, including: gradual, conditional release; promising practices; and, alternatives to incarceration.
3. Bridging justice and corrections with other civil systems (e.g., links to safe & affordable housing, health care, meaningful employment, etc);
4. The disproportionate over-representation of First Nations, Inuit & Métis people in the criminal justice system;

5. Mental Health and the Justice System, including the implementation & review of Not-Criminally Responsible (NCR) legislation.

Students placed with NAACJ will benefit from:
• Opportunities to develop or refine research, business writing, professional networking and office administration skills within a strengths-based environment;
• Increased understanding of non-governmental organizations (NGOs), NAACJ members, and their role in the criminal justice system and in Canada;
• Participation in meetings and events that focus on social and criminal justice issues; and,
• Access to credible, quality members with front line, lived knowledge in various justice and corrections related fields of expertise.
The CRCVC advocates for individual victims and their families in order to assist them in obtaining needed services and resources, and lobbies for victim’s rights by presenting the interests and perspectives of victims of crime to Government, at all levels. The CRCVC also offers a variety of resource materials to crime victims in Canada, including a monthly e-newsletter.

Since the justice system does not terminate with the conclusion of the trial for many victims and survivors, the CRCVC provides advocacy and support over the long-term. Particularly, we can assist survivors in dealings with post-trial agencies such as the Parole Board of Canada, Correctional Service of Canada, claims for compensation, etc. As such, much of our work is focused on the corrections and parole system, helping victims obtain and understand information on offenders, and where possible, attending parole hearings with or on behalf of crime victims.

The Centre is a national, non-government agency located in Ottawa, Ontario and bilingual services are available.

Summary of Duties:

- The student will have an opportunity to directly shadow the Executive Director and participate in supervised interactions with victims of crime from across Canada, via telephone and email. They will be provided an opportunity to learn about the Centre’s intake processes, making referrals to appropriate community support services and how to advocate for persons traumatized by crime and violence.

- There are some opportunities to attend special events outside the agency such as parole hearings, justice committee hearings, conferences and meetings.

- The Centre produces the National Justice Network e-update, a monthly electronic newsletter to keep the reader abreast of issues of importance to victims of crime. A student placed here may assist with researching and preparing articles for the newsletter and/or general research to support the work of the agency, as required.

- A student placed at the Centre will develop a number of skills pertaining to front-line victim service delivery and gain knowledge and understanding of broader systemic issues that affect victims of crime. These include, but are not limited to: a better understanding of issues that affect victims of crime, both as individuals and in the global context; a working knowledge of the legislation that affects victims, which includes, but is not limited to the Criminal Code of Canada, Corrections and Conditional Release Act, various provincial legislation, including victim’s bills of rights and criminal injuries compensation provisions; awareness of the Parole Board of Canada and Correctional Service of Canada policies and procedures pertaining to victims of crime, including assisting victims in obtaining and understanding information on offenders; ability to support clients, be that through advocacy, emotional support, thorough assessments and referrals to appropriate services; an understanding of the role that the CRCVC plays with respect to legislative changes that affect victims; enhanced research and writing skills, both though participation in the CRCVC’s research projects, written correspondence on behalf of victims and authoring articles for the monthly newsletter.
Field Placement Modalities and Constraints

- Bilingual preferred but not a requirement. English necessary.
- Students must have excellent interpersonal communication skills, be compassionate, employ active listening techniques and be comfortable interacting with persons who are experiencing crisis. Strong writing skills and researching skills are also critical.

Able to begin new tasks when it is appropriate and shows the energy and persistence to get the job done.

- Recognizes and respects workplace diversity and individual differences.
- Generates new or innovative ideas to get the job done when the situation warrants it.
- Takes responsibility for actions and decisions.
- Adaptable to changing priorities and circumstances in the workplace.
- Understands the standards of the workplace and produces work, which meets these standards while acting responsibly and safely towards oneself and others.
- Experience in law enforcement, knowledge of the Canadian legal system and basic understanding of the Canadian immigration system is considered an asset, but not mandatory.
The Ottawa Coalition to End Violence Against Women (OCTEVAW) is a coalition of organizations and individuals dedicated to ending violence against women (VAW) and, through leadership, education, advocacy and political action, to promoting a coordinated response to women and their children who have experienced abuse.

We are an incorporated, non-profit, non-partisan organization composed of a network or member organizations and individuals located within the City of Ottawa and surrounding regions. Together we work to end violence against women and their children who experience abuse by promoting and assisting organizations in providing a coordinated response to VAW.

In pursuing this goal, OCTEVAW:

- Advocates and promotes advocacy on VAW issues by taking action to influence legislation, attitudes and practices;
- Educates the public and raises awareness about the issue of VAW;
- Promotes development of and adherence to high standards of effective service for women and their children who experience abuse;
- Encourages and assists with the development of organizations also concerned with ending VAW;
- Promotes communication and cooperation among public, private and non-profit organizations and individuals in the community who share these goals;
- Freely exchanges information with member organizations and individuals.

In working collaboratively to achieve equality of rights, fair access to services and resources, and social justice for women and their children who have experienced abuse, OCTEVAW adheres to feminist anti-racist and anti-oppression principles, and is committed to celebrating diversity, inclusiveness and the dignity of all women and their children.

We have recently gone through an organizational review and a strategic planning exercise where we have outlined our main goals and objectives for the next three years which includes increased: Visibility, Outreach, Governance and Advocacy.

**Summary of Duties**

The potential student would be involved in a policy and research placement. This would be an excellent placement for a student who is interested in VAW, women’s issues, community development and social change. The student must identify as a woman, be a self-starter, take initiative and be resourceful.

- Participation in our Justice Standing Committee (which meets every 1st Tuesday of the month from 2 to 4pm)
- Facilitating Research on VAW Stats (National and Local) and the further developing of information about VAW for our website
- Assisting in recruiting volunteers for the Court Watch project and also participating in the Fall training session as a facilitator.
- Supporting special projects and campaigns of the coalition.
- We also would like to facilitate networking with the student, so we encourage all students to have an idea of future goals so that we can facilitate this objective.
The student will learn to connect theoretical principles around sexism, inequality and patriarchy to VWA and children; develop an understanding of the impacts of VAW and children in our community at all levels, including direct service, community awareness and the justice responses; develop both primary and secondary research skills; visit and dialogue with community resources and partners in Ottawa; develop an accessible and workable tool to present stats which will be widely used by OCTEVAW and members; experience working on action-oriented committees; network with significant members of the Justice community; access to all free professional development activities that take place within the VAW community; access to all OCTEVAW organizational herstory, including reports, training materials, position papers, etc.

Field Placement Modalities and Constraints

- Bilingualism preferred
- Available days and evenings (on occasion)
- Regular Criminal Background Check
The Correctional Investigator is mandated by Part III of the *Corrections and Conditional Release Act* as an Ombudsman for federal offenders. The primary function of the Office is to investigate and bring resolution to individual offender complaints. The Office also has the responsibility to review and make recommendations on the Correctional Service’s policies and procedures associated with the areas of individual complaints to ensure that systemic areas of concern are identified and appropriately addressed.

Priorities of the OCI include: access to physical and mental health care, deaths in custody, conditions of confinement, Indigenous issues, safe and timely reintegration and federally sentences women.

**Summary of Duties**

**Use of Force Team:**

- Reviews all documentation and video submitted with Use of force incidents for compliance with law and policies and for completeness, compares with incident and situational reports and the Offender Management System (OMS) for accuracy and/or add relevant information.
- Records, maintains and updates administrative control for all Use of force incidents, issues of non-compliance and investigative reports into OCI databases (DATIS, Excel and or/Word documents).
- Prepares screening reports for each Use of force incidents that highlights compliance concerns and/or policy violations and recommends closing file and/or a thorough review of the incident.
- Conducts a thorough review of incidents including documentary evidence and video and determines whether the force used and CSC staff response was consistent with law and existing policies, including the Engagement and Intervention Model; completes a report that includes a summary of the incident, an analysis of the concerns identified and recommendations for consideration of the Deputy Director of Investigations, Use of force. Investigates use of force incidents on a priority basis when complaints are received from inmates.
- Identifies situations that may be symptomatic of more general problems, identifies anomalies and provides an analysis to the Deputy Director of Investigations including possible recommendations for next steps.

**Early Resolution Officers Team**

- Provides the initial response to live calls received on the OCI's hot line. Questions the caller to determine precise nature of their enquiry or complaint.
- Conducts phone interviews with offenders, asks probing questions to determine nature of complaints (some of which deal with multiple issues) and the steps already taken by the individual concerned to resolve his/her problem(s).
- Identifies the level of intervention required for complaints submitted by offenders and provides advice or information to them to close the complaints if they are deemed quickly resolvable.
- Identifies situations which should be immediately referred to an investigator or duty officer and provides that individual with a quick briefing.
- Writes descriptions of all complaints/enquiries.

**Field Placement Modalities and Constraints**
• Bilingualism required
• Enhanced reliability clearance
• The Office may not be able to provide a permanent work station. Therefore, flexibility is required as the student may have to use different work stations during his or her placement.
SEXUAL BEHAVIOURS CLINIC

The Sexual Behaviours Clinic (SBC) is the main centre for the assessment and treatment of problematic sexual disorders in Eastern Ontario. In 2015 it was named the top Academic Centre for Clinical Research by the American Psychiatric Association.

Placement is supervised by Dr. Paul Fedoroff, Past President of the Canadian Association of Psychiatry and the Law (CAPL) and the International Academy of Sex Research (IASR). In addition to being a Full Professor in the Division of Psychiatry in the Faculty of Medicine, he is cross-appointed as a Professor in the Department of Criminology, the Department of Post-Graduate Education and the Faculty of Law.

Summary of Duties

This placement is designed for learners interested in clinical research involving deviant “kinky” sexuality. During the placement learners will have the opportunity to meet with a large number of sex offenders who are in the process of overcoming their paraphilic sexual interests and establishing healthy lifestyles (by attending group therapy sessions to develop familiarity of the treatment population). They will be assisted in taking on an ethically approved research project (likely one in which data are already collected) with the expectation of at least one completed research paper submitted for publication. They will attend regular research meetings to learn about research methods and research projects and will be encouraged to collaborate as time permits. Possible attendance at research conferences to present findings (dependent on acceptance and funding)

The student will develop:

- an appreciation of the importance of evidence based assessment and treatment of sexual interest;
- an ability to synthesize a testable research question (hypotheses) from questions arising from clinical issues;
- authorship of at least one manuscript suitable for submission to a peer reviewed journal;
- development of the experience and skills to collaborate with a variety of professionals from multiple disciplines.

Field Placement Modalities and Constraints

- Students must obtain security clearance approved by the Royal Ottawa Hospital;
- Variable schedule;
- Preference will be given to students at the Masters level however learners at the undergraduate level who are self-motivated and willing to work toward producing a publishable manuscript will be considered (every previous learner in this elective has published at least 1 first authored paper.)
SERVICE DE POLICE DE LA VILLE DE GATINEAU

Le service de police de la ville de Gatineau a pour mission d’assurer la sécurité des personnes et des biens en maintenant la paix, l’ordre et la sécurité publique ainsi qu’à prévenir et réprimer le crime et les infractions en recherchant les auteurs. Pour ce faire, il veille à l’application des lois en vigueur au Québec et des règlements, des résolutions et des ordonnances municipales. Le service de police de la ville de Gatineau (SPVG) s’engage également à sauvegarder les droits et libertés, respecter les victimes et être attentif à leurs besoins et coopérer avec la communauté dans le respect du pluralisme culturel. Cette mission s’inspire des valeurs organisationnelles et individuelles, des principes de police communautaire et des moyens d’action adaptés à une démarche communautaire.

Dans la poursuite de notre mission, nous croyons :

- au respect du code de déontologie du Québec et des plus hauts standards d’éthique.
- que notre personnel constitue notre force et notre principale ressource.
- aux pratiques policières qui découlent de l’approche communautaire.
- que la sécurité et la qualité de vie des citoyens doivent être au cœur de nos préoccupations.
- en l’amélioration continue dans nos rapports avec les citoyens et les partenaires dans la prestation des services et dans la gestion.

Les stages relèvent de la division de la recherche, développement et stratégie organisationnelle et s’effectuent sous la supervision de la responsable en analyse et recherche en criminologie et prévention du crime.

Sommaire des responsabilités :

- Participer à l’analyse des problématiques d’actualité et de statistiques sur la criminalité.
- Participer à l’élaboration de programmes de prévention.
- Participer à l’évaluation de programmes de prévention.
- Participer à la mise en œuvre de stratégies locales de prévention.

Modalités et contraintes de stage

- Français, bilingue un atout
- Enquête de sécurité requise
- Doit posséder une capacité d’analyse, être créatif et faire preuve d’innovation; posséder une bonne connaissance du français parlé et écrit; avoir un bon sens de l’environnement; savoir s’adapter, être organisé et orchestrer; démontrer un sens du partenariat

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Community development acts as a broker of services for OPS to lead and influence collective impact on community strategic planning and visioning efforts. Community Development is a collective long term process. It is designed to establish trusting relationships, build capacity and sustainable partnerships. It is based on connecting, consulting and collaborating with internal members and sections, community members and organizations, and community leaders for the advancement: betterment, empowerment, and enhancement of community and public safety. It is accomplished by identifying and mobilizing community assets, and by initiating the engagement activities. Furthermore, it is sustained by seeking commitment from internal and external stakeholders to create processes for mobilizing the community.

Mandate

The Mandate of the Community Development Section is:

- To develop sustainable partnerships and engagement strategies within the community; and
- To work with communities, agencies and members of the organization to identify problems, opportunities and potential solutions;
- To promote trust and confidence in policing by expanding and enhancing educational opportunities related to community policing.

Responsibilities

Areas of responsibility for the Community Development Section include:

- Develop and deliver proactive policing strategies and initiatives in partnership with the community to increase awareness, understanding and perceptions of policing
- Ensure the development of strategic partnerships with the community, institutions and members of the OPS that identify problems and provide potential community-based approaches and solutions for implementation by the community and the Service
- Develop sustainable approaches to police-community relationships and ensuring that the ongoing activities associated with Partnership In Action (PIA) are in place
- Ensure consultation processes and approaches are integrated into the work of all sections in the organization as required
- Ensure and support community development approaches in districts and sections

CORE FUNCTIONS:

Partnership In Action (PIA): is the Ottawa Police Service framework for public consultation and wider community engagement. PIA is more than a traditional consultative approach because it aims to identify and build upon community involvement and engagement within policing. Furthermore, it is intended to develop, enhance and maintain strategic partnerships.

Community Policing Development: is the process by which police and other community members, partner to improve community wellbeing, safety and security through joint problem identification, analysis, response and
evaluation. CDS provides ongoing support for OPS Community Police Centres in the areas of community engagement and mobilization, such as the coordination and management of the annual police week.

**Community Engagement and Mobilization:** is based on community support for whatever the process is trying to achieve. As such CDS provides support for actions and initiatives that police officers take to motivate and support community partners to deal more effectively with the root causes of crime and insecurity in their neighborhoods. CDS provides expertise and support for Police actions that encourage participation of community members, building capacity, and increasing safety, security and well-being.


**Summary of Student Duties**

As part of the Community Development team, students take an active role in assisting staff in the completion of initiative and projects as required. This would include:

- Community police partnership building initiatives such as event management and communications planning, outreach strategies, and newsletter production.
- Assist in developing and planning community policing initiatives.
- Supports the development of community outreach plans
- Support staff in the development of partnerships to build, maintain and strengthen relationships between police and community stakeholders by utilizing diverse community development techniques in areas of community engagement, public education, crime prevention and other community policing goals.
- Assist the section in conducting research, designing, networking extensively with community groups and social agencies on issues of community policing, and crime prevention through social development and community engagement.

**Field placement modalities and constraints**

- Placement dependent on available office space
- Security clearance required
- An interview is required
Planning, Performance and Analytics Directorate

The Ottawa Police Service (OPS) has a statutory requirement to comply with the Police Services Act and all regulations, including Provincial Adequacy Standards that mandate the provision of policing services to the community. Those services include; responding to emergencies, enforcing the law, crime prevention, investigating crime, maintaining public order, and assisting victims of crime.

The Planning, Performance and Analytics Directorate has a mandate to support policing operations through the provision of strategic and operational planning, crime analysis, statistical reporting, data science, quantitative and qualitative research, program evaluation, policy development, resource analysis, continuous improvement, internal audit and quality assurance, and performance measurement.

Summary of Duties

Within the Planning, Performance and Analytics Directorate, the student will assist with special projects and/or major organizational initiatives within the scope of strategic and operational planning, research, program evaluation and/or performance measurement.

The placement will ensure that the student has an opportunity to learn about policing, the organization, the community, and to develop new skills to increase their future employability.

Primary duties and responsibilities may include

- Conducting research, collecting data and material utilizing various sources (e.g. Internet, library, literature reviews, telephone);
- Compiling the information into various reporting/presentation formats;
- Developing, modifying, and maintaining detailed spreadsheets and databases;
- Developing, designing and maintaining tracking systems;
- Analysis of quantitative and qualitative data;
- Liaising with sworn and civilian personnel, various agencies and community organizations; and
- Assistance with special projects/programs, as assigned.

Field Placement Modalities and Constraints

- Strong analytical and research skills
- Strong writing skills
- English, bilingualism an asset
- Criminal background check
- Computer knowledge required: Microsoft Office (Word, Excel, PowerPoint, Outlook); internet search engines

Demonstrated ability to: communicate effectively (verbal and written); work both individually and in a team environment and share information; pay close attention to detail and produce error-free work; manage multiple priorities in a timely and effective manner; work with internal and external clients in a busy and strenuous environment; act responsibly; work with minimal direction and take initiative; exercise good judgment; use tact and discretion and ensure the confidentiality of information is maintained; conduct oneself in a professional manner; demonstrated willingness to learn.
The City of Ottawa, Emergency and Protective Services department is responsible for protecting the health, property and quality of life in Ottawa through an integrated public safety department. The services, which make up our department, are By-law and Regulatory Services, Ottawa Fire Services, the Ottawa Paramedic Service, Security and Emergency Management, Business Support Services and Public Policy Development. Public Policy Development (PPD) is responsible for recommending public policy for regulatory matters within the purview of the Emergency and Protective Services Department (EPS), and for developing and drafting corresponding regulatory by-laws including amendments to existing by-laws. The Branch supports other City departments with the development of their by-laws where there is an intersection with EPS. The Branch is also responsible for developing Ottawa’s Community Safety and Well-Being Plan, as mandated by the Police Services Act. The Community Safety and Well-Being (CSWB) Team is responsible for developing the CSWB Plan and meeting all the legislated requirement of this Plan. The development include research, public engagement, stakeholder relations and outreach, community development, volunteer management, communications both internally and externally, political relations, writing, legislative agenda and evaluation.

**Summary of Duties:**

- Complete research, including municipal comparator, best practice, historical and issue specific;
- Develop research reports;
- Develop presentations;
- Support communications and outreach activities;
- Support project leads on a variety of work;
- Assist with team meetings and other meetings;
- Support public engagement activities
- Attend Committee and Council, when required;
- May also be involved in by—law reviews, if time permits

**Field Placement Modalities and Constraints**

- English required, bilingualism an asset
- No police record check required
- Placement available in the Fall and Winter
- For a student who has an interest in government and the law; strong researcher and good writer; flexible; ability to work alone or with a team of people; able to work in a constantly changing environment with high political focus; must demonstrate tact and maintain confidentiality; willingness to try new things; genuine interest in learning and developing different skills.
La Commission des libérations conditionnelles du Canada (la Commission ou CLCC), à titre de tribunal administratif indépendant, s'efforce constamment de contribuer à l'objectif du gouvernement du Canada qui consiste à faire du Canada un pays sécuritaire et sûr. Elle contribue à ce résultat en prenant des décisions judicieuses sur la mise en liberté sous condition et la suspension du casier et en formulant des recommandations en matière de clémence de manière à assurer la réinsertion des délinquants dans la collectivité en toute sécurité.

PAROLE BOARD OF CANADA

The Parole Board of Canada (the Board or the PBC), as an independent administrative tribunal, constantly strives to contribute to the Government of Canada's outcome of a safe and secure Canada. It contributes to this outcome by making quality conditional release and record suspension decisions and clemency recommendations that result in the safe reintegration of offenders in the community.
La Commission a toute compétence et latitude pour ordonner, refuser ou révoquer la suspension du casier en vertu de la *Loi sur le casier judiciaire*, et pour ordonner ou refuser d'ordonner la radiation d'une condamnation en vertu de la *Loi sur la radiation de condamnations constituant des injustices historiques*. En outre, la CLCC a le droit de modifier ou d'annuler toute interdiction de conduire en cours d'exécution en vertu de l'article 109 de la *Loi sur le système correctionnel et la mise en liberté sous condition* et d'enquêter sur des demandes de prérogative royale de clémence en vertu de l'article 110 de cette même Loi. La Commission fournit également des recommandations concernant la clémence au ministre de la Sécurité publique et de la Protection civile.

La Division de la Clémence et la suspension du casier reçoit toutes les demandes de pardon, de suspension du casier, de radiation et de clémence de toutes parts du pays à un taux moyen d'environ 13 000 demandes par année. La Division compte environ une cinquantaine d'employés qui travaillent de concert avec les partenaires dans le système de la justice, les autres divisions de la Commission, les Commissaires et souvent les demandeurs eux-mêmes.

**Sommaire des responsabilités**

Les stagiaires pourraient prendre connaissance des différents postes et rôles au sein de la Division, tels que commis, agent de suspension du casier, agent principal de suspension du casier, et agent de la clémence. Une fois plus familier avec le milieu et les programmes (suspension du casier, radiation et clémence), le stagiaire pourrait répondre aux appels à la ligne sans frais, faire le triage de demandes et participer à des enquêtes. Les responsabilités pourraient aussi inclure de la recherche à l'aide de l'Internet et des bases de données policières, analyser et valider des informations provenant de différentes sources (demandeurs, cour, corps policiers, etc.), interpréter les lois pertinentes, et rédiger de la correspondance.

Le(la) candidat(e) idéal(e) est motivé(e), capable de travailler de façon indépendante et en équipe, comprend l'importance de la confidentialité, et fait preuve de respect envers la loi, les procédures, et les autres. Autres compétences et qualités personnelles requises : intégrité, initiative, pensée critique, soucis au détail, et service à la clientèle.

**Modalités et contraintes du stage**

- Bilinguisme un atout
- Cote de sécurité niveau fiabilité
The Board has the exclusive jurisdiction and absolute discretion to order, refuse to order, or revoke a record suspension pursuant to the Criminal Records Act, as well as to order or refuse to order the expungement of a conviction pursuant to the Expungement of Historically Unjust Convictions Act. Additionally, pursuant to section 109 of the Corrections and Conditional Release Act (CCRA), the PBC can cancel or vary the unexpired portion of an order prohibiting an offender from operating a motor vehicle. Finally, the Board also investigates Royal Prerogative of Mercy requests pursuant to section 110 of the CCRA, and provides recommendations on clemency to the Minister of Public Safety and Emergency Preparedness.

The Clemency and Record Suspension Division receives all pardon, record suspension, expungement and clemency applications from across the country, totalling approximately 13 000 applications per year. The Division has approximately 50 employees who work closely with criminal justice partners, other divisions within the Board, Board Members and often applicants themselves.

**Summary of duties**

Students will have the opportunity to learn about the different roles and responsibilities within the Division, such as that of a clerk, record suspension officer, senior record suspension officer, and clemency officer. Once more familiar with the work environment and the programs (record suspension, expungement and clemency), students may be responsible for answering calls made to the toll free information line, screening applications, and participating in investigations.

Duties may also include conducting research using the Internet and law enforcement databases, validating and analysing information from various sources (applicants, courts, law enforcement agencies, etc.), interpreting relevant acts, and drafting correspondence.

The ideal candidate is motivated, able to work independently as well as part of a team, understands the importance of confidentiality, and is respectful of the law, procedures and others. Other required competencies and personal suitability traits include integrity, initiative, critical thinking, attention to detail, and client service.

**Field placement modalities and constraints**

- Bilingualism is an asset
- Reliability status
Secrétariat des Commissaires

Le Secrétariat des commissaires (le Secrétariat) assure le leadership et donne des avis relativement à toutes les questions concernant les personnes nommées par décret à la fonction de commissaire à la Commission des libérations conditionnelle du Canada. Il conseille également les cadres supérieurs et les gestionnaires de la Commission sur les processus touchant les commissaires (qualification, renouvellement de mandat, évaluation, etc.), la conduite professionnelle et le règlement des plaintes, l'assurance de la qualité des décisions, l'apprentissage continu et le perfectionnement, et les processus d'évaluation des commissaires et des vice-présidents.

Le Secrétariat élabore et met en œuvre des stratégies, des politiques, des approches et des initiatives afin d'assurer la reddition de comptes et la prise de décisions de qualité à la Commission (Section des normes professionnelles).

En outre, le Secrétariat organise et anime des activités de formation de haute qualité, et il est responsable du programme de formation des commissaires qui vise à favoriser la prise de décisions de qualité (Section de la formation des commissaires).

Le Secrétariat fournit un soutien opérationnel et administratif aux commissaires de la Section d'appel, par l'entremise de son équipe des Opérations liées aux appels (Section des appels).

Sommaire des responsabilités
Les stagiaires pourraient prendre connaissance des différents postes et rôles au sein de la Division, tels qu’agent de formation, agent principal de l’assurance de la qualité et coordonnateur des processus pour les commissaires. Une fois plus familier avec le milieu et le travail, le stagiaire pourrait travailler de près avec un employé du Secrétariat afin d’assumer certaines de ses fonctions et obtenir une expérience de première main au sein de l’équipe.

Le ou la stagiaire développera les compétences suivantes :
- Analyse et validation d’information de diverses sources (médias, documents de décision, sommaires de cas des délinquants, etc.);
- Interprétation des lois pertinentes;
- Rigueur et attention au détail;
- Techniques d’écriture de résumés et recommandations;
- Sens de l’intégrité;
- Pensée critique;
- Service à la clientèle.

Modalités et contraintes du stage
- Bilinguisme un atout
- Cote de sécurité niveau fiabilité requise
- Recherche un ou une stagiaire qui est motivé, a une soif de nouvelles connaissances, est soucieux du travail bien fait, rigoureux dans ses démarches, respectueux des lois, des procédures, et des autres membres de l’équipe. Doit être en mesure de protéger les renseignements auxquels il ou elle aura accès. L’initiative et le travail efficace sont des atouts.
The Board Member Secretariat

The Board Member Secretariat (the Secretariat) provides leadership and advice on all matters relating to Board members appointed by Order-in-Council to the Parole Board of Canada. It also advises the Board’s Executives and managers on Board member processes (e.g. qualification, reappointment, evaluations, etc.), professional conduct and complaints resolution, quality assurance in decision making, training continuous learning and development, and evaluation processes for Board members and Vice-Chairpersons.

The Secretariat develops and implements strategies, policies, approaches and initiatives to ensure accountability and quality decision making at the Board (Professional Standards Section). The Secretariat also organizes and facilitates high-quality training activities, and is responsible for the Board Member Training program to support quality decision making (Training Section).

In addition, through its Appeal Operations, the Secretariat provides operational and administrative support to Board members of the Appeal Division (Appeal Operations Section).

Summary of duties

Students could learn about the different positions and roles within the Division, such as Training Officer, Senior Quality Assurance Officer and Coordinator for Board member processes. Once familiar with the environment and work, the students could work closely with an employee from the Secretariat to take on some of their duties and gain first-hand experience with the team.

The student will develop the following skills:

- Information analysis and validation from various sources (media, decision documents, offender case summaries, etc.);
- Interpretation of relevant legislation;
- Attention to detail;
- Summary and recommendation writing skills;
- Thoroughness;
- Integrity;
- Critical thinking;
- Customer service.

Field Placement Modalities and Constraints

- Bilingualism an asset
- Reliability Security Clearance Required
- Are looking for motivated people who are thirsty for new knowledge. Students should be mindful of a job well done, have a thorough approach, be respectful of laws, procedures, and other team members. A keen sense of initiative and an ability to work effectively could be an asset. Students must also be discreet ad protect the information they will have access to.