

**FIELD PLACEMENT DIRECTORY
RÉPERTOIRE DES STAGES**

DÉPARTEMENT DE CRIMINOLOGIE
CRIMINOLOGY DEPARTMENT

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Introduction (an English message follows)

Ce répertoire regroupe les milieux de stage, pour les étudiants de la spécialisation et de la maîtrise, reconnus par le département de criminologie. Prière de consulter le **Guide de stage** pour les renseignements sur les procédures à suivre pour votre choix de stage.

Ce répertoire est organisé en fonction de deux grandes catégories de stage en criminologie. Dans la première partie, vous trouverez une description des stages en intervention individuelle et de groupe. Dans la deuxième partie, vous trouverez une description des stages de mobilisation communautaire, de la recherche, de l'élaboration de politiques et de programmes.

Nous faisons tous les efforts possibles pour maintenir le répertoire à jour. Cependant, il est à noter qu'un organisme peut décider à tout moment de ne pas participer au programme de stage pour des raisons telles que la réduction des ressources financières, le manque de personnel expérimenté, la restructuration des services, etc.)

Les coordonnatrices des stages sont disponibles pour répondre à vos questions en ce qui a trait au milieu de stage. Les étudiants sont encouragés à consulter les sites web des diverses agences afin d'obtenir des renseignements additionnels sur les milieux de stage. Afin d'éviter la confusion et les malentendus, **veuillez noter qu'il est interdit de communiquer directement avec les milieux de stage.**

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.**

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SECTION 1 INTERVENTION

JEUNES/YOUTH

LES CENTRES JEUNESSE DE L'OUTAOUAIS

La mission des Centres jeunesse 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

Les Centres jeunesse de l'Outaouais (CJO) offrent 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.
- Ressources de type familial : planifier, déployer et supporter cliniquement le processus de placement en famille d'accueil.

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, Bryson, et Maniwaki.

Modalités et contraintes du stage

- Valeurs corporatives : honnêteté, respect et courtoisie, sens des responsabilités, compétence, équité.
- Connaissance de la mission, des mandats et des services.
- Habilités à travailler en équipe et en contexte d'autorité.
- Maturité et bon sens des responsabilités.
- Vérification de sécurité.
- Protocole de confidentialité.
- 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.

SHERWOOD DETENTION AND CUSTODY Youth Services Bureau

For many youth at risk, being faced with a charge and an unfamiliar legal system is a turning point that can lead either to greater risk or to an opportunity to make positive changes. YSB supports male youth (aged 12 to 17) in the justice system. Together with several community partners, we offer innovative programs and counselling to promote positive behavioural change.

Livius Sherwood Detention and Custody Centre is an 8 bed facility that serves youth in pre-trial detention and youth who are serving an open custody disposition.

The Sherwood Centre also provides a series of educational options and life skills training that give youth the knowledge and practical skills they need in everyday life. In addition to the mandatory McHugh School Program (Section 23), the centre offers the following life skills programs: Young Men's Work, Young Men's Parenting, Alcoholic Anonymous/Narcotics Anonymous, Courage Program, Drumming Program, Social Skills and Arts Program, Faith Program, Anger Management, Cognitive Self-Change, Cognitive-based Life Skills Program. Together, these educational and training programs help give male youth in the justice system the incentive they need to get their lives back on track.

Summary of Duties

- Supervision of youth with staff support
- Establish appropriate therapeutic and strength based relationships with youth
- Assist in facilitating constructive group interaction
- Teach basic life skills and assist in facilitating social skills program
- Learn skills as prime worker and case manager
- Access community resources appropriate for the needs of the youth
- Assist with the day to day tasks and duties
- Gain knowledge of the safety and security components of the program (key controls, cutlery counts, head counts/searches, etc.)
- Crisis intervention and Prevention Techniques
- Sharing ideas and opinions with staff team
- Learn to be part of a dynamic and strength based team

Field Placement Modalities and Constraints

- Must have a driving licence
- Bilingualism an asset
- Variable work schedule (days, evenings)
- Available during the Fall semester only
- Looking for a student who is energetic, willing to learn and ask questions; able to respond to constructive feedback and who takes the initiative; able to work within a high paced environment; physically fit; good communication skills.

YOUTH MENTAL HEALTH COURT WORKER PROGRAM

Youth Services Bureau

The Youth Mental Health Court Worker program serves transitional-aged youth (12 to 17) who are in conflict with the law who also have serious mental health problems. Steering them away from the justice system, the court worker helps direct these young people to the community-based mental health resources and services they need.

The key responsibilities of this outreach program are to:

- Develop individual plans to address the needs of the youth
- Arrange for court-ordered psychiatric fitness assessments
- Speed up access to mental health services and community supports
- Provide one-to-one counselling as a short term “bridge” between services
- Offer support to family members of mentally ill youth
- Conduct short-term follow-ups with youth

In these ways, the program ensures that young people with mental health problems that may be masked by criminal or other negative behaviours are given access to the help they need.

Summary of duties

- Conduct complete assessment of youth referred to program
- Where necessary, facilitate referral of the youth for psychiatric or other assessment
- Prepare written recommendations for service plan and ensure relevant approvals are in place
- Implement approved service plan
- Facilitate client meetings and motivate youth to participate. Meet youth in community locations and at times convenient to them and within a timely fashion
- Recommend post program services and facilitate access to community resources and services
- Maintain ongoing contact with Probation, Courts and Police Services for purposes of receiving referrals, reviewing expectations and providing feedback to referring agent
- Advocate for client where required and appropriate
- Safeguard client confidentiality, rights and responsibilities
- Maintain both electronic and physical files in accordance with program procedures
- Maintain updated information on community resources/services
- Represent the Bureau in a professional manner and maintain positive working relationships with the community, collaterals and other service providers
- Attend and participate in supervision

Students will develop skills related to autonomy, time management, organization, appreciation and respect for diversity, team work, consultation and collaboration with various professionals (lawyers, judges, community services, social worker, etc.), creative thinking, decision making under pressure, confidence, as well as knowledge on community services, programs and resources, mental health diagnosis and medication, the court process, funding sources and open and secure detention and custody.

Field Placement Modalities and Constraints

- Must have a valid driver's licence
- Must have a car
- Must present a Vulnerable Sector Police Check
- Placement available in the Fall only
- Must be organized, flexible, compassionate, open-minded, professional, confident, a quick learner, interested/curious/ask questions, accountable, able to work independently, able to take initiative, and have general knowledge of mental health issues and services and a desire to work on improving oneself and be open to constructive criticism.

WILLIAM E HAY CENTRE
Youth Service Bureau

The William E Hay Centre is a 40-bed residence for male youth (aged 12 to 17) in pre-trial detention or post-trial secure custody. It provides educational options and life skills training to help youth in conflict with the law make a positive transition back into the community.

Summary of duties

Under the immediate supervision of a front-line Youth Worker at the William E Hay Centre, the student will progressively develop their personal competences, eventually allowing them to co-manage a Unit, with up to 8 Young Persons remanded in secure custody/detention.

Principal duties of a Youth Worker involve:

- Providing unit coverage on a rotational shift basis ensuring the safety and security of staff, clients and physical plant.
- Providing 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 (including goals/action), daily logs and summary reports.
- Complying with all mandating legislative requirements, Agency policies and procedures. Safeguarding client confidentiality, rights and responsibilities.
- Develop and deliver Lifeskills modules to client groups.
- Advocate for clients and facilitate access to community resources and services.

Students will learn: youth engagement, facilitation skills; behavioural management of high-risk youth; confidence in verbal communication; understanding professional terminology in relation to verbal and written communication; will be able to provide, and receive feedback; establish appropriate therapeutic and strength based relationship with youth; knowledge of diverse cultures and beliefs.

Field Placement Modalities and Constraints

- Must have a driving licence
- English, bilingualism an asset
- Flexible working hours (day, evening, weekend)
- Must provide a Vulnerable Sector Police Check
- One placement per year (Fall or Winter)
- Looking for a student with: self-confidence; comfortable in a high-risk environment; able to accept feedback; security consciousness; flexible and adaptable; high level of integrity, accountability and initiative; good interpersonal skills; empathy and compassion; strong written and verbal communications skills, that can be adaptable to meet various levels of understanding; physically fit.

Vallée-Jeunesse est un organisme issu de la volonté du milieu dans la recherche d'alternatives aux problèmes de décrochage scolaire et social en Outaouais. Chaque année, et ce depuis 1995, Vallée-Jeunesse dessert près de 200 jeunes en difficulté à travers la région, et ce, par le truchement de 4 points de services scolaires reliés aux quatre commissions scolaires de la région (secteur Hull, secteur Gatineau, Petite-nation, Maniwaki. En plus, d'être un important mouvement de mobilisation contre le décrochage scolaire, Vallée-Jeunesse opère aussi une ressource d'hébergement, le Belvédère.

Deux possibilités de stage sont offertes à Vallée-Jeunesse : le Belvédère et le volet scolaire

Le Belvédère offre à 15 jeunes un milieu de vie temporaire avant le grand passage vers l'âge adulte. Le Belvédère offre aux jeunes de la région de l'Outaouais, âgés de 16 ans à 18 ans, l'opportunité d'accéder à une démarche vers l'autonomie. Le Belvédère se veut un lieu de résidence volontaire qui permet aux jeunes de s'impliquer activement dans le cheminement progressif de l'organisation de leur vie dans le but d'atteindre leurs objectifs personnels. Le jeune doit apprendre à subvenir à ses propres besoins dans une perspective de prise en charge de son projet de vie.

Sommaire des responsabilités

- Surveiller les lieux communs
- Veiller au bon fonctionnement interne et au respect des règles contenues dans le code de vie
- Planifier et animer les activités ludiques
- Assurer le suivi de jeunes sous la supervision de l'intervenante responsable
- Participer aux rencontres d'équipe et de maison
- Remplir les notes évolutives et les rapports d'incidents au besoin
- Informer l'intervenante responsable de tout incident, événement ou toute information pertinente au maintien de l'ordre dans le Belvédère
- Rencontrer la superviseure de stage en compagnie de l'intervenante au moins 1 ou 2 fois par semaine
- Autres tâches connexes

Modalités et contraintes du stage

- Stage bloc
- Disponibilité de travail flexible (jour et soir)
- Pas obligatoire mais préférable d'avoir une voiture et un permis de conduire valide
- Être un aidant naturel est un atout
- Vouloir travailler avec une clientèle âgée de 16 à 20 ans éprouvant des difficultés
- Avoir une bonne capacité d'autonomie

Le volet scolaire (Hull et Gatineau) offre à des jeunes âgés entre 12 et 16 ans et provenant de différentes écoles secondaires, un lieu d'apprentissage temporaire. Les jeunes se présentent au volet scolaire où ils ont accès à des intervenants et un enseignant. Lors de leur séjour, les jeunes continuent leur cheminement scolaire et travaillent en même temps leurs différentes problématiques sociales. Le but ultime du séjour étant une réintégration dans leur école d'appartenance et non pas vers le décrochage scolaire et/ou social.

Sommaire des responsabilités

- Veiller au bon fonctionnement interne et au respect des règles contenues dans le code de vie
- Rencontrer les jeunes en suivi individuel au besoin
- Assurer le suivi de jeunes sous la supervision de l'intervenante-ressource
- Planifier et animer des ateliers (1/jour)
- Participer aux réunions d'équipe hebdomadaires
- Rédiger les notes évolutives au besoin
- Compléter les rapports d'activités
- Informer l'intervenante-ressource de tout incident, évènement ou information pertinente
- Rencontrer la superviseure de stage en compagnie de l'intervenante-ressource à chaque deux semaines
- Assister l'enseignant au besoin
- Autres tâches connexes

Modalités et contraintes du stage

- Stage bloc
- Disponibilité de jour, du lundi au vendredi, entre 8h et 16h.
- Être un aidant naturel est un atout
- Vouloir travailler avec une clientèle âgée entre 12 et 16 ans, éprouvant des difficultés comportementales
- Être capable de travailler en équipe
- Avoir une bonne capacité d'autonomie

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

- Block placement
- 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 J'Rembarque : Il s'agit d'une collaboration entre l'école secondaire du Versant 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 J'Rembarque et la Semaine de prévention

Rencontres pour parents d'ados

➤ Offrir des conférences afin de permettre l'échange d'informations et le partage d'expériences sur divers thèmes liés à l'adolescence tels que les drogues, la sexualité, la résolution de conflits, la prévention du suicide, la communication, etc.

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

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 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
- Block 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.

JOHN HOWARD SOCIETY OF OTTAWA- YOUTH PROGRAMS

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 responsibility 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 from 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 responsibility 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
- Block placement
- 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
- Rencontre de médiation
- Animation de groupe (victimisation, influence)

Modalités et contraintes du stage

- Stage bloc
- Posséder une automobile pour les fins du stage
- Bilinguisme est un atout
- Connaissance du milieu

LEADERS FOR LIFE PROGRAM

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

- Block placement
- 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

Operation Come Home is an innovative organization that offers a multitude of comprehensive programs and educational opportunities to youth aged 16-30. Located in downtown 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: Rogers Achievement Centre (Onsite School Program), Drop In, Reunite, Outreach, Addictions, HousingWorks. Students can also get involved in the Social Enterprises of Operation Come Home: BottleWorks, BeadWorks, FarmWorks, InnovationWorks, EntrepreneurshipWorks, re:Purpose 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 for 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.
- Conceptualize and implement the nonviolent crisis intervention training to the best of my ability whenever a situation requires me to do so.
- Attending and participating in staff meetings that occur every Tuesday afternoon.
- Develop a working understanding of the national and regional mandates of Operation Go-Home
- 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.

Field Placement Constraints and Modalities

- Block placement
- Criminal record check
- Honest, polite, non-judgmental, empathetic, good sense of humour
- Ability to adapt to different situation
- Multitasking capabilities

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

- Block placement
- 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

SERVICES AUX ADULTES/SERVICES TO ADULTS

COLLABORATIVE JUSTICE PROGRAM: Restorative Justice Ottawa (CJP)

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

- Block placement
- Police record check required
- Flexible availability during the day

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. Male students only may have the opportunity to work in a residential setting.

Field Placement Modalities and Constraints

- Security clearance
- Block placement
- 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 judiciairisés 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 judiciairisées en communauté. Les bureaux, situés au 145, rue Eddy du secteur Hull de la ville de Gatineau, offre une gamme de services spécialisés s’adressant à la clientèle judiciairisée 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 évènement 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 judiciairisée en plus du suivi communautaire : visites des personnes incarcérées au Centre de détention de Hull ; visite des personnes judiciairisées 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 judiciairisées 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'évènement ;
- Conception et animation d'un atelier sur une problématique vécue par les personnes judiciairisées 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

OTTAWA DRUG TREATMENT COURT

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

- Block placement
- 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) est un organisme à but non lucratif qui agit pour une meilleure qualité de vie en offrant des services à la population et en développant des actions communautaires dans le milieu.

Les objectifs sont :

- 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 ;
- Offrir des services d'intervention selon l'approche de réduction des méfaits auprès des personnes vivant des problèmes de toxicomanie et leurs proches ;
- Développer des liens de partenariat et de collaboration avec divers-ses acteur-rices des 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. Aucun stage n'est disponible en ce moment en intervention individuelle car l'intervenante du Programme SART (Soutien, Accompagnement et de Réinsertion pour les personnes Toxicomanes), un projet de partenariat avec le Centre Jellinek, vient tout juste de quitter pour un congé préventif (à vérifier pour les prochaines sessions).

Types de stage :

- Programme de prévention auprès de jeunes 11-12 ans : Groupes s'adressant aux jeunes de sixième année du primaire de certaines écoles ciblées, ayant pour objectifs de favoriser la transition du primaire au secondaire et de prévenir la toxicomanie. Pour ce faire, plusieurs thèmes sont abordés avec les jeunes dont : démythification des drogues, les raisons qui sous-tendent la consommation, les solutions de rechange, la prise de décision, etc.)
- 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 formation – prévention : Ces ateliers servent principalement à démythifier 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. Deux types de formation sont

disponibles : la formation de base en toxicomanie qui vise à démystifier les différentes drogues et leurs effets et la formation axée sur l'intervention qui peut être adaptée selon les besoins.

- Projets spécifiques tel que le travail de milieu (Projet Réinsertion)
- Projets particuliers (ex. Projet de pré-employabilité pour les personnes en situation d'itinérance ou à risque)

Modalités et contraintes du stage

- Stage bloc
- 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

- Stage bloc à l'automne et à l'hiver
- Être détenteur d'un permis de conduire valide
- Vérification sécuritaire
- Bilinguisme un atout mais n'est pas nécessaire

FEDERAL PAROLE – OTTAWA AREA

The Ottawa Parole Office, as part of the Correctional Service of Canada, 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 is the decision-making authority and releases offenders on various types of conditional release (i.e. Day Parole, Full Parole) depending on their outstanding risk to the community. 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 reintegration.
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
- Block placements in the Fall and Winter

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 bloc pour une période minimum de 13 semaines à l'automne et à l'hiver
- Vérification sécuritaire
- Bilinguisme un atout mais n'est pas nécessaire

ADULT PROBATION/PAROLE – ONTARIO

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;
- Block placements;
- Preferably bilingual but not necessary.
- Diverse cultures are welcomed;
- CPIC (vulnerable populations).

TICKET DEFENSE PROGRAM

Le programme de défense des contraventions (TDP-PDC) est une organisation communautaire engagée à fournir des renseignements juridiques et des services juridiques de base à des **sans-abri et d'autres personnes vivant dans la rue**. Notre objectif principal consiste à contester l'application de lois qui sont injustes à l'égard de cette partie de la population déjà vulnérable. Nous allons offrir de la représentation de telles personnes devant les tribunaux provinciaux. Le TDP-PDC accepte deux catégories de contraventions. Dans la catégorie principale, on retrouve les contraventions émises en vertu de la *Loi sur la sécurité dans les rues* qui visent les personnes vivant dans la rue. La catégorie accessoire comprend le « camping illégal » en application du *Règlement sur les propriétés de la Commission de la capitale nationale et la circulation sur ces dernières*, les contraventions pour « traversée illégale de la chaussée » imposées en des règlements municipaux de la Ville d'Ottawa ainsi que des « infractions reliées à la consommation d'alcool » aux termes de la *Loi sur les permis d'alcool de l'Ontario*.

Ticket Defence Program (TDP) is a community-based organization devoted to providing legal information and basic legal services to **homeless people and people who are otherwise street-involved**. Our main goal is to challenge the application of laws that are unjust to this already vulnerable segment of the population. We provide representation before the provincial courthouse. TDP accepts two categories of tickets. Within the primary category are those tickets issued under the *Safe Streets Act* (SSA) that target people living on the streets. The secondary category includes "illegal camping" tickets under *the National Capital Commission Traffic and Property Regulations*, "jaywalking" tickets under City of Ottawa Bylaws, "liquor infractions" under the *Liquor License Act*.

Summary of Duties

Voici quelques responsabilités possibles : accuser réception des contraventions et se porter témoins pour la signature de renoncations, administrer une banque de données, déposer des requêtes en vue d'obtenir une communication et des ajournements, faire de l'accompagnement au tribunal à des comparutions hors-procès, et élaborer des stratégies juridiques.

I am looking for students to engage in a number of activities which range from 'on the ground' contact with clients to research on the constitutionality of certain legislative provisions. For instance, students may be asked to: receive tickets and witness the signing of waivers, engage in database administration, do outreach work, file request for disclosure and for adjournments, provide support in court for non-trial appearances, and help develop legal strategies. This project should be of interest - though not limited - to students working or aspiring to work in the areas of criminology, poverty law, criminal law, constitutional law, administrative law and for students researching and writing in the areas of socio-economic rights and access to justice.

Field Placement Modalities and Constraints

- A car may be useful but it is not necessary
- Bilingualism is required
- Variable schedule

- Students are required to sign a confidentiality agreement
- One to two students per semester
- Student profile: professional, extremely well organized, critical understanding of homelessness and issues around homelessness, able to work independently and in groups, trustworthy and self-motivated.

DECISION HOUSE

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 returning to 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 drug 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 one of the afternoon modules of the in-group program sessions; will involve studying the group module 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)

Field Placement Modalities and Constraints

- English is essential; bilingualism an asset
- Security clearance required
- Block placements

CENTRE INTER-SECTION

Centre de réadaptation et de réinsertion sociale pour les personnes ayant un problème de santé mentale dans le but de briser l'isolement et la solitude. Notre philosophie est basée sur le principe du rétablissement et de l'approche par les forces. Nous offrons les services suivants : loisirs formation; mesures de soutien psychosociale; développement de l'employabilité; deuil après suicide et logement.

Sommaire des responsabilités

- Réaliser les mêmes tâches que le superviseur de stage c'est-à-dire intervenir auprès des personnes ayant un problème de santé mentale

Les compétences qui seront développées :

- Apprentissage de techniques d'intervention adaptées aux personnes ayant un problème de santé mentale.
- Développement de connaissance sur la problématique de la santé mentale
- Apprendre à connaître la structure, le fonctionnement du Centre Inter-Section
- Établir un lien de confiance avec notre clientèle
- Être capable de réaliser les mêmes tâches qu'un intervenant social

Modalités et contraintes du stage

- La langue de travail est le français
- Horaire de travail variable
- Un stage par session
- Compétences recherchées : ouverture d'esprit, motivé à apprendre, capacité d'écoute active, fiable et collaborateur; capacité d'intégration au sein d'une équipe.

HOUSE OF HOPE

A 25-bed Community Residential Facility for federally sentenced men serving day parole, full parole or mandatory supervision. Clients are referred by Correctional Services Canada and /or other social service agencies such as single men's shelters. The House of Hope – Maison de l'Espérance is an affiliate of St. Leonard's Society of Canada.

Summary of Duties

Students may be involved in the aboriginal program, the family program, project development or peer support groups. Students will complete a minimum of four shifts at the house.

Field Placement Modalities and Constraints

- Security clearance, Vulnerable Sector
- Some evening work

CENTRE DE PLACEMENT SPÉCIALISÉ DU PORTAGE

Le Centre de placement spécialisé du Portage (CPSP) à Gatineau offre des services personnalisés aux personnes judiciairisées 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 judiciairisée.
- 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 mandats 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.

COMMUNITY SERVICE ORDER PROGRAM

The Salvation Army Correctional and Justice Services

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
- Block placement in the Fall and Winter
- 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

DIRECT ACCOUNTABILITY PROGRAM

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

- Block placement during the Winter semester only
- English essential, bilingualism an asset
- Current police record check (vulnerable sector)
- Note that work hours typically begin at 7am

CANADIAN MENTAL HEALTH ASSOCIATION

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 judiciairisée.

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
- Stage bloc à l'automne et à l'hiver
- Maîtrise du français parlé et écrit

BRIGID'S PLACE Shepherds of Good Hope

Brigid's Place provides housing to women who are homeless, street entrenched and living with a mental illness and/or addiction. The program's mission is to promote women's quality of life by working with them on various harm reduction strategies. The program is based on a housing first model, ensuring that women are not denied access to safe housing due to their lifestyle.

Brigid's Place offers 11 single occupancy rooms and communal kitchen, living room and bathrooms. Brigid's Place provides housing for at risk, chronically homeless women. It is the first minimal barrier housing program in Ottawa specifically designed for women living with concurrent mental illness, addiction and other challenges.

Brigid's Place offers a high tolerance, low-barrier environment and follows a harm reduction/health promotion philosophy.

We are single staffed 24 hours a day with additional support from program managers. Our team of frontline staff are involved in assisting residents with medication, case management, crisis counselling, and mediation as well as additional support as required. In addition, we have partnerships with external agencies that provide health and social services to our residents on an outreach basis.

Summary of Duties

Students at Brigid's Place have the opportunity to be involved in many aspects of the program, and placement duties can be flexible to respond to a student's individual goals. On a daily basis, students are involved in front line tasks like meal preparation, answering the phone and door, documentation, case management tasks like assisting residents with connecting to resources and accompanying them to appointments, and building rapport with residents through informal counselling. Students also assist with in-house activities like arts and crafts, movie nights, baking, spa nights, etc. Students attend staff meetings and other meeting and trainings at Shepherds or in the community.

While on placement, the student will learn:

- Case management skills
- Knowledge of addictions, mental health issues, poverty, homelessness, trauma, sex trade, legal issues, etc.
- Organization and time management
- Knowledge of community resources
- Knowledge of theoretical perspectives (harm reduction, housing first, client-centered approach, etc.
- Recreational group facilitation and planning
- Documentation, writing skills
- Self-reflection and analysis

Field Placement Modalities and Constraints

- Block placements in the Fall and Winter
- English essential or bilingual
- Flexible availability

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, acupuncture 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 permanence 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 alco-tests 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.

CENTRE DES RESSOURCES DE L'EST D'OTTAWA

Programmes contre la violence

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) ; meilleures 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

JF NORWOOD - ELIZABETH FRY SOCIETY OF OTTAWA

The Elizabeth Fry Society of Ottawa is a United Way member agency devoted to helping women and female youth who are, or may be, at risk of coming into conflict with the law. 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. We offer 15 women a supportive living environment with accommodations for families. JF Norwood serves women, 18 years and older and their children, 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. We also accept clients who are at risk of coming into conflict with the law or losing housing.

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

- Complete the same training and orientation to the house as any other staff member.
- Learn the rules and regulations of the house
- Develop an understanding of the Canadian criminal justice system and how women experience this system
- One-on-one counseling with the residents of the house with supervision from a permanent staff member.
- Learn the reporting requirements with both the Correctional Service of Canada as well as the Ministry of Public Safety and Correctional Services.
- Co-facilitating some in-house programs
- Learn about community programs and agencies that cater to the needs of our clients.
- Learn how to become an advocate for the clients we work with to ensure their needs are met.

CENTRE D'AIDE AUX VICTIMES D'ACTES CRIMINELS

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
- Stage bloc

OTTAWA RAPE CRISIS CENTRE

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

L'AUTRE CHEZ SOI

Maison d'aide et d'hébergement pour femmes et enfants victimes de violence. L'Autre Chez Soi Inc. offre un éventail de services gratuits, vingt-quatre heures par jour, sept jours semaine. Parmi les services offerts, il y a : hébergement gratuit, accueil, aide ponctuelle, références, accompagnements, informations juridiques, intervention de groupe et individuelle, consultation externe, suivis formel et informels, support vestimentaire, alimentaire et matériel et des services de sensibilisation à la violence dans les écoles secondaires et des groupes pour femmes, enfants et/ou adolescents ayant vécu dans un environnement violent.

Sommaire des responsabilités

Assurer des présences auprès des femmes et enfants hébergés à la ressource

Co-animer des ateliers pour les enfants victimes de violence

Collaborer au volet « éducation et prévention de la violence » (ateliers, concertation, suivis)

Modalités et contraintes du stage

- Stage bloc uniquement
- Bilinguisme essentiel
- Connaissances sur problématique de la violence
- Expérience en animation est souhaitable

OTTAWA VICTIM SERVICES

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

OUTREACH-SHEPHERDS OF GOOD HOPE

Outreach provides a variety of specialized programs for homeless women in Ottawa. The goal of each program is to meet the unique and diverse needs of every client.

Outreach serves chronically homeless women with complex needs. Typically, these clients are unable to access “mainstream” services due to behaviour or lifestyle. The program is harm reduction in focus and the majority of clients who access this program experience mental health and substance abuse issues.

The focus of the program is to stabilize the clients and support them with addiction treatment, mental health, and housing options. Staff work with these 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 and some have been or are currently involved in sex trade.

The women’s shelter provides a safe place for up to 80 women who are homeless or are at risk of being homeless.

Summary of Duties

- Handles client requests, logging all items for follow-up, assist clients who are seeking information, referrals, are in need of support, or crisis counseling.
- Completes intakes and assessments with new clients
- Distributes Safer Sex and Safer Injection supplies and maintains statistics
- Develop relationships by interacting with the clients during the day and by being present in the dining area during both dinner sittings
- Work with Case Managers to assist clients facing concurrent disorders in stabilizing

Students completing this placement will:

- Develop skills to identify and work with clients with mental illness and addictions.
- Develop skills for working with victims of trauma and institutionalization
- Assist clients involved in the justice system with reintegration into society.
- Ability to engage in crisis mitigation and safety planning with clients
- Able to solve problems from a harm reduction perspective
- Dynamic customer services skills

Field Placement Modalities and Constraints

- Block placements only
- English or bilingual
- Availability: days and evenings

SECTION 2

**RECHERCHE, ANALYSE DE
POLITIQUE ET DÉVELOPPEMENT DE
PROGRAMMES**

**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.

SERVICE CORRECTIONNEL CANADA/CORRECTIONAL SERVICE CANADA
Correctional Operations And Programs Sector – Csc

The Correctional Service of Canada (CSC) is responsible for administering court-imposed sentences of two years or more (also known as federal sentences). CSC is responsible for the management of over 50 institutions (comprised of maximum security, medium security, minimum security, and multi-level security), as well as Aboriginal Healing Lodges, Paroles Offices and sub-parole offices, and Community Correctional Centres.

Mission: 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.

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

- Safe transition to and management of eligible offenders in the community;
- Safety and security of staff and offenders in our institutions and in the community;
- Enhanced capacities to provide effective interventions for First Nations, Métis and Inuit offenders;
- Improved capacities to address mental health needs of offenders;
- Efficient and effective management practices that reflect values-based leadership;
- Productive relationships with increasingly diverse partners, stakeholders and others involved in public safety.

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. Key responsibilities include:

- Offender Programs and Reintegration
 - 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 policy, and providing ongoing direction and support to Regions on case management issues.
- Integrated and New Initiatives
 - Developing and implementing new initiatives within the Sector
 - 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.
- Security
 - Managing intelligence operations, policies and programs; preventing and managing security incidents; administering the departmental security program; and managing deployment standards and scheduling.
- Corcan
 - Oversees employment and employability programs and training in institutions and the community, as well as CORCAN sales.

Strategic Policy Division Csc

Criminal justice policy priorities and initiatives of the Government, a changing offender profile, and shifts in societal values and perceptions with regard to offenders, all impact CSC: its programs and policies, its role within the Public Safety portfolio, and its relations with partners and stakeholders (including non-government organizations and special interest groups, and the federal, provincial, and municipal governments, citizens of Canada, and governments of other countries).

The Strategic Policy Division is situated within the Policy sector of CSC National Headquarters. To ensure the coherence of CSC's policy framework both internally and externally, Strategic Policy manages and facilitates the service's participation in horizontal government policy initiatives and in the development of CSC strategies related to these initiatives. Staff monitor proposed government legislation, and analyze its potential impact on the organization. Strategic Policy also manages the internal policy framework and, working in partnership with subject-matter experts, plays a key role in the development of Commissioner's Directives. Both of these roles entail extensive consultation across CSC, with other federal organizations and with other stakeholders.

Summary of Duties

Complete a variety of assignments and tasks in a timely manner, contingent on opportunity, and including (but not limited to):

- Review and help with the development of CSC Directives/Guidelines, including quality-control and other related tasks
- Maintain an updated list of bills relevant to CSC and their status
- Review and/or assist with preparing reports on a variety of issues
- Assist with CSC's involvement in horizontal initiatives (i.e., projects with other stakeholders).
- Assist in the development of Memoranda to Cabinet.
- Contribute to researching specific policy issues;
- Compose written summaries of policy-related information (e.g., Briefing notes)
- Attend workshops and meetings (learning opportunities)
- Attend and contribute to weekly Strategic Policy meetings
- Assist with administrative duties

Field Placement Modalities or Constraints

- Self-motivated, able to work autonomously with little supervision and direction;
- Proficient oral and written communication skills;
- Good interpersonal relations skills; ability to interact professionally with various personnel and levels of management;
- Good research skills (i.e. literature review, Internet searching, and so on);
- Working knowledge of basic computer software - Microsoft Word, PowerPoint, Internet, Microsoft Office Outlook.
- Must have Government of Canada SECRET security clearance prior to the start of the placement.

Intergovernmental Relations Division Csc

CSC's Intergovernmental Relations Division (IGR) establishes and maintains the CSC network of criminal justice contacts, including membership and participation in a number of strategically important international corrections and criminal justice organizations.

IGR also manages the CSC response to international requests for information, in conjunction with Regions and NHQ Sectors, on virtually all aspects of CSC's policies, programs, operations and management practices and arranges ongoing international visits and study tours of CSC.

In collaboration with a number of domestic partners such as Global Affairs Canada and Public Safety Canada, and key international organizations including United Nations (UN) IGR develops, manages, and monitors CSC's participation in bilateral and multilateral international correctional technical assistance project with the goal of assisting countries in the establishment of modern justice systems consistent with Canadian foreign policies that promote the rule of law and respect for human rights.

Summary of Duties

Assist Project Managers in the conduct of projects and activities by gathering information, contributing to written reports, facilitating the planning, budgeting and reporting of project activities. Every attempt would be made to structure the student's work to maximize the opportunity to learn.

Other duties include contributing to the maintenance of content on the intranet site and assisting with the hosting of international delegations

Offender Redress Csc

If you want to learn more about the Correctional Service of Canada and offender rights, here's your opportunity! The purpose of the Offender Redress Division as CSC is to carry out investigations into offender allegations of mistreatment and/or injustices and to help resolve these issues in a manner that is consistent with the law. The National level is the third and final decision level of the grievance process; grievors who are not satisfied with the decision at the third level may seek judicial review of this decision at the Federal Court. Offender Redress ensures that offenders' problems, concerns and expectations are brought to the attention of institutional, regional and national managers across the Service by providing grievance-based information on specific and systemic issues.

The strategic objectives are:

- Develop communication tools to ensure that all levels of staff are informed of the issues and trends identified through the grievance process.
- Make recommendations for amendments to policies that guide the Service.
- Develop information sharing tools advising offenders of the grievance process and alternative methods of resolution.

Summary of Duties

- Providing access to a fair and effective redress mechanism
- Investigating third level grievances and preparing responses: identify grievance issues | offender submissions; communicate orally and in writing with staff and offenders; consult with relevant branches of CSC; Draft the findings of the investigation in a response to the offender; present your response to superiors.
- Working on other offender redress related projects.
- Identify, consult and apply appropriate policy and legislation.
- Collect and analyze data using SCS systems such as Infonet, the Offender Management System, the Corporate Reporting System and RADAR, which are unique to CSC.
- Effectively resolve offender problems and issues through the 1-800 line.
- Develop data gathering and reporting mechanisms.
- Be critical and informed in order to challenge information and defend your position when required.
- Develop communications skills in the course of providing project updates as required to small or large groups, orally or in writing.
- Work independently and seek assistance when required.
- Increased awareness of the benefits and limitations of criminologists.
- The ability to develop professional relationships and work as part of a team.
- Possibility to participate in Institutional tour (may not occur every session)

Field Placement Modalities and Constraints

- Block placements
- Enhanced reliability clearance

Voici votre chance d’approfondir vos connaissances sur le système correctionnel du Canada et les droits des délinquants. Le but de la division Recours des délinquants du SCC est d’effectuer des enquêtes quant aux allégations d’injustice ou de traitement non équitable envers les délinquants afin de procéder à la résolution de ces conflits en conformité avec les lois et les politiques pertinentes. Le palier national est le troisième et dernier niveau décisionnel dans le processus de règlement des plaintes et griefs. Le Recours des délinquants assure que les problèmes, préoccupations et attentes des délinquants sont portés à l’attention des gestionnaires dans les établissements, au niveau régional et au niveau national.

Stratégies :

- Développer des mécanismes de communication afin d’assurer que tous les membres du personnel du Service sont au courant des enjeux identifiés à travers le processus de règlement des plaintes et griefs.
- Proposer des recommandations et des modifications aux politiques qui guident le Service

Sommaire des responsabilités

- Enquêter et rédiger une réponse aux griefs du troisième palier : identifier les enjeux pertinents dans les soumissions des délinquants ; communiquer à l’orale et par écrit avec le personnel en établissement et les délinquants ; consulter avec les diverses branches du Service ; rédiger les trouvailles de votre enquête dans une réponse au délinquant ; présenter votre projet de réponse aux gestionnaires d’équipe.
- Travailler sur d’autres projets pour la division Recours des délinquants
- Identifier, consulter et appliquer les politiques et les lois pertinentes
- Effectuer la collecte et l’analyse d’information en se servant des divers systèmes informatiques unique au Service tel l’Infonet, le Système de gestion des délinquants, le Système intégré de rapport du SCC et RADAR
- Résoudre les problèmes des délinquants en répondant à la ligne 1-800
- Etre critique et informé afin de bien saisir l’information fournie et afin de défendre sa position lorsque nécessaire
- Développer ses capacités de communication afin de pouvoir présenter des mises à jour aux groupes pertinents par écrit et à l’orale
- Travailler indépendamment tout en sachant quand il est nécessaire de demander de l’aide
- Prendre conscience des bénéfices et des limites des criminologues
- Possibilité de participer à une visite d’établissement (n’aura pas lieu à chaque session)

Modalités et contraintes du stage

- Stage annuel ou bloc
- Cote de fiabilité approfondie

Human Rights Division Csc

The strategic intent of the division is to have a Correctional Service that manifests respect and human rights values in every action and decision it takes consistent with Canada's domestic and international human rights requirements.

The purpose of the Human Rights Division is to strengthen CSC's corporate human rights capacity and culture. The division provides the CSC with the direction and support necessary to ensure the corporation operates within Canada's domestic and international human rights framework, in surroundings respectful of staff and offenders. CSC is committed to providing a work and living environment that respects the dignity and value of each individual.

Strategic Objectives:

- Cultivate and maintain a corporate culture respectful of human rights.
- Strengthen CSC's capacity to respond effectively to challenges presented in the context of protecting offender human rights.
- Identify human rights issues and priorities throughout the service.
- Increase the profile and purpose of the division within the Service and with human rights partners
- Increase the knowledge of staff and managers as it pertains to their human rights obligations and responsibilities.

Summary of Duties

- Research around human rights issues and corrections;
- Communication with Canadian Human Rights Commission (CHRC) staff regarding ongoing complaint files;
- Gathering background information and documentation related to active human rights complaints;
- Communication with CSC's regional and institutional personnel regarding issues related to human rights complaints filed against the Service;
- Maintenance of human rights complaint files
- Management of correspondence with partners and stakeholders.

Field Placement Modalities and Constraints

- Block placement
- For French, English and Bilingual students
- Enhanced reliability

Mental Health Care Csc

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

- Block placement
- 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.

Research Branch, Csc

The Correctional Service of Canada has been a leader in the use of evidence-based decision making and the development of correctional intervention. 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 measure 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. There has also been a focus on self-injurious behaviour in offenders in recent years. Women Offender research conducts research in the areas noted above, 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

- Block placement in the Fall and Winter
- Reliability Security Clearance
- English or bilingual; bilingual would be an asset.

The *Special Projects and Data Management* is a division of the Correctional Service of Canada's Research Branch.

The Research Branch at the Correctional Service of Canada (CSC) helps make direct links between research findings and implications for our institutions, community sites and the public. Our research helps offenders work towards successful reintegration and assists staff in identifying effective strategies to work safely and efficiently. The *Special Projects and Data Management* division of the Research Branch responds to urgent short- and long-term requests for research from internal partners and Executive Management. In addition, we work to proactively identify issues that may be facing CSC and to develop resources and information that can help CSC meet future challenges. Finally, we handle data-related issues, provide methodological guidance, and assist with statistical support for the Research Branch. It is a fast-paced environment involving many competing priorities.

We use quantitative and qualitative methodological approaches, including data analysis and interviews with staff and offenders. Our research often involves CSC staff from national and regional headquarters, community sites and institutions. Results of our research are shared with CSC employees, other government departments, provincial/territorial counterparts, partner organizations, universities and academic journals, and the general public.

Summary of Duties

Students may be asked to assist in a broad range of duties such as:

- Surveying current research, media sources and government sources to identify emerging trends and issues;
- Reviewing and/or coding offender files;
- Entering and/or analyzing quantitative or qualitative data;
- Writing sections of reports, briefing notes, or other communication;
- Peer-reviewing peers' 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 a small portion of the student's total duties.

Field Placement Modalities and Constraints

- Block placement
- Enhanced Reliability Security Clearance
- English or bilingual

Evaluation Division Csc

The Evaluation Division provides CSC with accurate, objective, and evidenced-based information to assist managers make sound and effective decisions on their policies, programs, and initiatives. We also support managers' efforts with a concise statement or road map to plan, monitor, evaluate and report on the results throughout the lifecycle of a program, policy or initiative.

The criminal justice business is a complex one, which requires effective partnerships and collaboration with other government departments nationally and internationally in order to achieve and sustain results. We are committed to reaching out to the world to find best practices, develop affiliations with other federal, provincial and municipal levels of government, private sector, and with not-for-profit entities in order to enhance organizational performance. Effective collaborations and partnerships will help us identify internal and external risk variables that may be associated with programs, policies or initiatives and, therefore, apprise managers of the proven risk mitigation factors that have worked well in other jurisdictions. In addition, we will work with managers to ensure that program development and delivery will effectively respond to the five Treasury Board Evaluation Policy core relevance and performance issues (i.e., continued need for the program, alignment with government priorities, alignment with federal roles and responsibilities, achievement of expected outcomes, and demonstration of efficiency and economy.

Summary 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:

Objective 1: Continued Relevancy of a correctional program, policy or initiative

Conduct research or a literature review that will serve to inform the evaluation. Assist in the creation of a logic model that visually describes the key activities, outputs and results of a program.

Assist in facilitating and participating in consultative group meetings with external departments and stakeholders.

Objective 2: Success of an initiative

Assist in the creation of an evaluation matrix that groups each expected result with the associated performance indicator and data analysis.

Assist in the creation of interview keys for various stakeholder groups (offenders, program managers, community stakeholders etc.) that focus of aspects of effectiveness and efficiency.

Qualitative data collection and analyses. Participate in conducting interviews with offenders and CSC staff members. Coding and theme-identification of qualitative data results.

Quantitative data collection and analyses. Participate in the collection and analysis of automated data derived from CSC's offender management system.

Objective 3: Cost Effectiveness

Analysis of financial data with respect to impact of a correctional program.

Students will become familiarized with:

- the importance, the structure and the steps for conducting an evaluation in the field of criminal justice.
- the role of evaluation at CSC, and in the federal government in general.
- the impact of evaluation on criminal justice programs, policies and initiatives.
- current criminal justice issues.

Students will develop competencies in the following areas:

Qualitative data collection and analysis

Quantitative data collection and analysis

Report writing

Use of various software (statistical, word processing, charts and diagrams etc.)

Field Placement Modalities and Constraints

- Block placement
- No language requirements
- Enhanced reliability will be established for the candidate through CSC processes
- Students may be asked to travel to conduct interviews; however this is not a requirement.

Restorative Justice And Victim Services Division Csc

Restorative Justice CSC

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

- Block placement
- English, French or Bilingual
- Enhanced Reliability Security Clearance

Victim Services CSC

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 through 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

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

Students 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)

Women Offender Sector Csc

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.

National Monitoring Centre – Security Branch – Csc

The National Monitoring Centre (NMC), created in December 2008, is a centralized operational unit that provides service 24 hours a day, 7 days a week. It is located at the National Headquarters of Correctional Service Canada in Ottawa, and fulfills its mandate of protecting Canadian public safety from coast to coast. The National Monitoring Center (NMC) supports numerous programs and services for all CSC regions (Pacific, Prairies, Ontario, Quebec, Atlantic).

The staff of the NMC contribute to public safety on a daily basis by supporting different services including the Community Staff Safety (CSS), the National Duty Officer Staff Safety pilot program (NDO SS), the National Centralized after hours Duty Office (NCDO), the After-Hour Victim Notification program, the After-hours Bilingual Services, the Amber Alerts services, the Government Operations Centre (GOC) Notifications, the Preventive Security and Intelligence Contact Line and the Correctional Service of Canada (CSC) Tip Line program and SITREP.

Summary of Duties

The student will work with the Field Placement Supervisor on a variety of projects. They will research, investigate and summarize files and information concerning specific issues, and provide information to the supervisor for the development of responses, briefings, and/or correspondence. Track and evaluate various trends observed in federal institutions and in the community and produce reports to disseminate the information gathered to upper management. The tasks may include, but not limited to:

- Data entry
- Open source research
- Compiling information
- Creating Excel spreadsheet graphs
- Typing reports
- Provide briefings to management on current trends

The student will:

- Learn to work in a team setting
- Learn how to work under pressure and to multi-task
- Experience in providing briefings to management on various subjects
- Learn how to problem-solve
- Learn how to prioritize within tight timeframes
- Acquire knowledge of the CSC mission, applicable legislation, organizational structure, mandate, case management practices, security and programs.

Field Placement Modalities and Constraints:

- Bilingualism essential
- Must be available during the day
- Enhanced Reliability Security clearance
- Looking for a student with experience collecting, analyzing and disseminating information; able to manage time effectively and work under pressure; able to analyze, prioritize and problem-solve; able

to work in a team; able to communicate effectively orally and in writing; able to conduct searches by accessing and operating a number of computer-based data banks to acquire relevant information; and experience using word processing and electronic mail software, such as Microsoft Word, Excel and Outlook.

DEPARTMENT OF JUSTICE
Research And Statistics Division

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 (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
- Block placement in the Fall and Winter

Section De La Politique En Matière De Droit Pénal

La Section de la politique en matière de droit pénal (SPDP) est le centre d'expertise du Ministère relativement à la politique en matière de droit pénal et est responsable de gérer l'élaboration des politiques en matière de droit pénal et de justice pénale au Canada, 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 SPDP 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. Nous sommes également fiers de conseiller le gouvernement du Canada sur une grande variété de questions du droit pénal, tant à l'échelon national qu'international, en conseillant directement le ministre de la Justice ou en collaborant avec les avocats des services juridiques ministériels associés à d'autres ministères ou organismes et en offrant à ces derniers des services de consultation. La SPDP 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 SPDP 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 :

Préparer et rédiger des documents d'analyse en matière de droit pénal. Soutenir le personnel de la section lors de la préparation des observations écrites, des rapports et des documents de référence (p.ex. rapports aux sous-ministres et aux ministres fédéraux-provinciaux-territoriaux, présentations des réunions avec des intervenants ou des partenaires du système de justice pénale comme des représentants provinciaux et territoriaux; des réunions avec d'autres sections du ministère de la Justice; des délibérations parlementaires ou l'on examine les lois). Effectuer des recherches et préparer des documents de référence.

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 l'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
- Stage bloc disponible à l'automne et à l'hiver
- 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.

Criminal Law Policy Section

The Criminal Law Policy Section (CLPS) serves as the Department's centre of expertise for criminal law policy and is responsible for the development of criminal law and criminal justice policy in Canada, particularly through amendments to the Criminal Code and related statutes and for supporting the implementation of Canadian criminal law and related reforms. 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. We also take pride in our responsibility for providing 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
- Fall and Winter Block Placements
- Looking for a student with ability to research, analyse and synthesize information/data; good knowledge of Microsoft Office (Word, PowerPoint, Excel); ability to prioritize and meet deadlines.

PUBLIC SAFETY
Community Safety 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 through 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

- Block placement

- 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

Serious And Organized Crime Division

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. The Department's 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. The Department also works with other levels of government, first responders, community groups, the private sector and other nations, on national security, border strategies, countering crime and emergency management issues and other safety and security initiatives.

The field placement will be within the Serious and Organized Crime (SOC) Division of Public Safety Canada. The SOC Division is responsible for providing policy leadership and coordination on national strategies to address serious and organized crime including, illicit drugs, human trafficking, child sexual exploitation, capital markets fraud, contraband tobacco, corruption, as well as, counterfeit products and currency.

Summary of Duties:

- Provide research and analysis to support the development of policies and strategies to address serious and organized crime.
- Perform literature searches and conduct an international comparative analysis to assess legislative, regulatory and enforcement best practices to combat serious and organized crime.
- Liaise with departmental and portfolio staff and stakeholders to obtain, exchange and clarify and interpret data/information.
- Participate as a member in project teams and departmental meetings to assist in the research and discussion of policy files.

The candidate will gain knowledge of:

- Public Safety Canada's mandate and the roles and responsibilities of the Portfolio
- Current and emerging public safety issues as they related to serious and organized crime
- Government policy cycle and decision-making processes.

The candidate will gain skills in analyzing complex horizontal issues from a variety of domestic and international sources and be able to provide strategic advice to senior management. The candidate will also gain skills in socio-economic research and participate in a working group to advance the policy discussion.

Field Placement Modalities and Constraints:

- English, bilingualism an asset
- Secret security clearance required
- Background in criminology with strong research and writing skills

CIVILIAN REVIEW AND COMPLAINTS COMMISSION FOR THE RCMP

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

- Block placements
- 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.

Rcmp Canadian Firearms Program - Firearms Research Unit

Research and Aboriginal 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.
- 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

Rcmp Canadian Police Centre For Missing And Exploited Children/Behavioural Sciences Branch

The Canadian Police Centre for Missing and Exploited Children/Behavioural Sciences Branch (CPCMEC/BSB) falls under Technical Operations within Specialized Policing Support (SPS), Royal Canadian Mounted Police, and is comprised of four national programs:

- The National Child Exploitation Coordination Centre (NCECC);
- The National Centre for Missing Persons and Unidentified Remains (NCMPUR);
- Behavioural Sciences Branch (BSB); and,
- Truth Verification Section (TVS).

The CPCMEC/BSB works closely with crimes related to Internet child sex offending, provides assistance in missing persons and unidentified remains investigations, and seeks to enhance the understanding of the dynamics of serial and/or violent crimes and offenders.

The National Child Exploitation Coordination 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 and is comprised of National Missing Children Operations (NMCO) and National Missing Persons and Unidentified Remains Operations (NMPURO). The NCMPUR 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.

The Behavioural Sciences Branch (BSB) 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 toward understanding the field of violent and/or serial offenders and crime while concurrently providing useful information, advice and strategies to Canadian law enforcement. Additionally, BSB oversees the development and maintenance of Canada's NSOR.

Lastly, 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.

Together, CPCMEC/BSB serves the national Canadian law enforcement population along with their national and international partners. The CPCMEC/BSB frequently cooperates with national and international governmental and non-governmental agencies to ensure that everyone has equal access to the information they provide. Not only do they provide support to front line Canadian police officers who are investigating cases of children being sexually exploited via the Internet, and assisting investigators of missing persons and unidentified remains cases, they also provide a service to the global population. By working hand in hand with tip lines (cybertip.ca), creating fact sheets, conducting operationally-relevant research and updating police services and so forth, the CPCMEC/BSB attempt to complete their work with all partners in mind.

Summary of Duties

The placement student will work under the direction of Dr. Roberta Sinclair (Manager, Program Research and Development Unit) and will be exposed to various research, prevention, and education opportunities in areas related to the mandate and program areas within the CPCMEC/BSB. Key responsibilities include assisting in the organization of law enforcement meetings and conferences and various research tasks (e.g., background literature/research, summaries, editing etc.). A background in research methods (or currently enrolled in a research methods course); an interest in Internet-related topics, 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 are:

- Ability to critically analyze various documents
- Gain knowledge of law enforcement context in the area of CPCMEC/BSB
- Experience in prioritizing various ongoing projects
- Develop strong writing and editing skills (for a law enforcement audience)
- Develop interpersonal skills, and gain experience in offering specialized support to law enforcement

Field Placement Modalities and Constraints

- Level of Security clearance: Enhanced Reliability
- The CPCMEC/BSB is located in Orleans off Trim road (or may be relocated in Barrhaven) and is accessible by bus. Students must be prepared to travel to either Orleans or Barrhaven for their placement.

Rcmp Critical Infrastructure Intelligence Team

The Royal Canadian Mounted Police (RCMP) is the federal police force of Canada and provides services at the federal, provincial and municipal level. RCMP provides a total federal policing services to all Canadians and policing services under contract to the three territories, eight provinces (except Ontario and Quebec), more than 190 municipalities, 184 Aboriginal.

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

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

Summary of Duties

- The primary responsibility of the student will be the production of a monthly CII Review. The Review is a CIIT product designed to provide CI-specific compendium of information and intelligence. This includes suspicious incident data, a brief analysis of that data and some supporting open source information of interest to the CIIT sectors. The student will be responsible for the coordination (generating ideas for the newsletter, soliciting contributions from CIIT members and partners, open source research for relevant information for CI stakeholders, etc.), production (writing, editing, approval) and distribution of this monthly review.
- Assist, where required, CIIT sector leads in the collection and interpretation of information from a multitude of sources to identify, research, evaluate and produce intelligence products.
- Research complex projects related to national security, criminal intelligence and critical infrastructure.

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 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 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

- Block placement
- English essential, bilingualism an asset
- Top secret security clearance

CANADIAN NETWORK OF WOMEN'S SHELTERS AND TRANSITION HOUSES

The Canadian Network of Women's Shelters and Transition Houses is a coalition of 12 provincial and territorial shelter networks representing over 350 shelters across Canada. It works as a unified voice to collaborate, educate, and innovate for systemic change that ends violence against women, making Canada a model for safety in the world. Our three main axes of activity are centered on 1) research and policy, 2) knowledge exchange, primarily amongst shelters and 3) public education.

The Network produces a yearly report via Shelter Voices. Shelter Voices highlights the voices behind the numbers, the voice of women survivors and their children and the voices of shelter workers.

With the support of Status of Women Canada, we are developing a model practice guide that will assist shelter workers in the implementation of promising practices within the shelter movement. We have recently launched an online map of shelters (sheltersafe.ca) to provide assistance to women fleeing violence. The objective of the clickable map is to provide a quick and easy resource for women directly impacted by violence as well as for concerned friends, family, employers and employee assistance programs. There is no comparable resource in Canada.

The Network also leads a collaborative process which is advocating for a National Action Plan on violence against Women. Within this initiative, a Blueprint for Canada's action plan has been developed.

www.endvaw.ca

Summary of duties

The student will be involved in a collaborative project that will map out the diversity of the landscape under which women's shelters and violence against women (VAW) services operate in the various provinces and territories. Although much of the information is available in various provincial/territorial web sites, this information is often buried and difficult to find. To our knowledge, a comprehensive and accessible document providing this information does not exist.

Having better knowledge of how shelters and VAW services function (how they are funded and by which provincial ministries to name a few) will be of great use to VAW service workers and advocates and researchers and policy makers. The tool will enhance the capacity of our provincial/territorial shelter associations and their shelter members to advocate for change by being able to leverage what is working in other jurisdictions. In addition to collecting information on a provincial/territorial level, the tool will also include information on the state of shelters on reserve.

As part of the placement, the student will contribute to a report documenting among other things:

The key terms used for shelter services across Canada, their regional variations and standard local translations. The definitions and durations of various stages of emergency shelters, transition housing, second stage housing and third-stage housing across Canada.

Key funding sources and eligibility criteria by province, shelter beds per capita, and the ratio of women served to women turned away (if available).

Variations in provincial legislation and jurisdictions and programs related to violence against women, domestic violence, stalking, sexual violence and children's services.

The student will be responsible for the final version of the report as well as an internal summary. The report will be launched during the placement and the student will also be involved in developing the outreach strategy via traditional and social media.

During this placement, the student will acquire the following: knowledge of how non-profit organizations function; knowledge of how a national Network functions; capacity to make use of different approaches to solve problems. Students will have the opportunity to further their: research skills; writing skills (in various formats – for a formal report, for an executive summary, for social media); feminist analysis; critical thinking and analytical skills; initiative, accountability, and decision-making skills.

Field Placement Modalities and Constraints

- Bilingualism as asset
- Placement available during the Fall semester
- Looking for a student with: knowledge of women's issues, preferable violence against women; capacity to provide feminist analysis and critique; capacity to work independently; capacity to conduct research interviews an asset; excellent synthesis and writing skills; capacity to work in French an asset.

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

- Block placement
- 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.

COLLECTIF RÉGIONAL DE LUTTE À L'ITINÉRANCE EN OUTAOUAIS

Le CRIO, un regroupement régional d'organisations solidairement engagées dans la lutte à l'itinérance, se veut d'abord un lieu de concertation et d'action. Sa mission : contrer le phénomène d'itinérance et d'exclusion en vue de bâtir une société plus inclusive en regroupant les organismes de l'Outaouais impliqués dans la lutte à l'itinérance. Il offre un lieu et un réseau d'échanges, d'informations et d'entraide. Le CRIO développe des moyens de concertation et d'action, afin de contrer le phénomène d'itinérance et d'exclusion sociale. Il promeut les intérêts de ses membres et les représente auprès des diverses instances, organismes gouvernementaux, ainsi qu'auprès de la population.

Sommaire des responsabilités

Les tâches peuvent être diversifiées et en constante évolution. L'étudiant sera appelé 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

The co-operative education placement student will learn about working within the social and criminal justice field, with a particular emphasis on community corrections and re-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 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:

- Are 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;
- Are able to ask questions and receive direction;
- Are able to work independently and in a group;
- Are motivated, dependable and confident.

You will be able to:

- Contribute to the research and development of policy positions for the society;
- Respond to information requests by member affiliates and individuals;
- Attend one national Board of Director's and/or Membership meeting, schedule permitting;
- Attend one National Associations Active in Criminal Justice (NAACJ) meeting, schedule permitting;
- Assist in day-to-day office operations;
- Conduct research relating to community corrections, youth justice, social justice or international community corrections best practices;
- Contribute to and participate in the Society's Research & Development work;
- Prepare one report, brief, research backgrounder or research/policy piece;
- Provide research and/or administrative support for other ongoing projects.

JOURNAL OF PRISONERS ON PRISONS

The Journal of Prisoners on Prisons (JPP) is a bi-annual peer-reviewed academic journal featuring articles written by current and former 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 28th 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 graduate studies in criminology upon completion of their undergraduate 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 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 Managing Editors in selecting articles, prisoner's struggles pieces and book reviews for publication in the issue; and
- Assist the Managing 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;
- 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. (e.g. Seventeenth International Conference on Penal Abolition – Massachusetts, U.S. – June 2017)

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, U.S.A and internationally; the experience of imprisonment via prisoner writing; sensitivity to issues of criminalization; the JPP organization (how the journal operates); 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 2 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

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 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 block students will provide help with the Annual Community Safety Awards
 - Winter block 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

- Block placement
- 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

ASSOCIATION CANADIENNE DE JUSTICE PÉNALE

L'ACJP est une association non gouvernementale et nationale qui existe depuis 1919. Elle est composée de membres (intervenants correctionnels, avocats, policiers, juges, bénévoles, victimes, ex-délinquants, universitaires, etc.) intéressés par les questions de justice pénale. Ils unissent leurs forces de façon crédible afin de favoriser les recherches et les études raisonnées, éclairées et responsables ainsi que le partage d'informations en vue de la création et la préservation d'un système de justice pénale humain, équitable et efficace au Canada.

Nous désirons prévenir la criminalité et la violence, de même que contribuer à un système correctionnel empreints de compassion et efficaces, à la sécurité de la population, à la qualité de vie dans les collectivités partout au Canada.

Par notre site Web, nos publications et nos congrès biennaux, nous tentons de promouvoir une meilleure compréhension des questions et enjeux en matière de justice pénale.

L'ACJP contribue à l'amélioration du système de justice pénale au Canada depuis plus de 85 ans.

Au cours des dernières années, nous avons pris position sur plusieurs questions, notamment :

- Les amendements proposés à la Loi sur les services correctionnels et la mise en liberté sous condition
- La prévention du crime
- Le dédommagement
- La justice réparatrice et le sort des victimes
- Les normes et les principes applicables aux pratiques correctionnelles
- La réinsertion sociale efficace des délinquants
- L'amélioration des programmes à l'intention des jeunes contrevenants
- Les registres de délinquants sexuels
- Le contrôle des armes à feu

Nous avons mené des études et centré notre attention sur divers sujets dont :

- Les peuples autochtones et le système de justice pénale
- Les pratiques en matière de signalements à la collectivité et des registres de délinquants sexuels
- Le surpeuplement carcéral
- La réinsertion sociale des délinquants

Nous avons été la bougie d'allumage du premier Symposium national sur la justice réparatrice.

Nous avons présenté des forums nationaux sur :

- La prévention du crime
- La réinsertion sociale des délinquants
- Le surpeuplement carcéral
- La libération conditionnelle et la sécurité du public

Nos publications sont les suivantes :

- La Revue canadienne de criminologie et de justice pénale (depuis 1958)
- Le magazine Actualités-Justice
- Les Nouvelles de l'ACJP (en format électronique)
- Le Répertoire des services – Justice
- Le Répertoire – Services aux victimes d'actes criminels.

Sommaire des responsabilités

L'étudiant travaillera dans une petite équipe de 5 à 6 personnes afin d'aider à maintenir et développer ses activités de l'Association (+650 membres et de nombreuses affiliées) et à identifier les ressources disponibles pour répondre aux besoins de l'organisation. Ainsi, il ou elle :

- Participera au Comité de Révisions des politiques afin de contribuer par ses connaissances en criminologie à préparer les présentations que l'Association est appelée à faire devant le Comité permanent du parlement en matière de justice et de sécurité publique.
- Aidera à l'examen des politiques pénales afin de faciliter le travail des différents comités de l'Association (Comité de Révision des Politiques ; Comités des questions sociales ; Comité sur la visibilité.
- Collaborera aux différents projets actuels et en cours de l'Association : publication du magazine Actualités-Justice, le News Letter (Bulletin électronique), le 31e Congrès canadien de justice pénale (qui se tiendra à Toronto en 2007).
- Assistera aux réunions du Conseil d'administration et aux réunions usuelles de l'Association.
- Il sera amené à initier des projets dans le contexte de notre Mission. Actuellement, nous entrevoyons développer des activités qui examinent les sentences consécutives, la santé et l'incarcération la santé mentale, le syndrome fœtal alcoolique, le vieillissement des populations incarcérées, les problèmes des minorités ethnoculturelles et des autochtones face à la justice, le terrorisme, la criminalité organisée, etc.

Modalités et contraintes du stage

- Stage bloc
- Bilingue de préférence ou à défaut unilingue anglais
- Disponibilité de jour ; bonne flexibilité d'horaire. Très occasionnellement le soir et le weekend et de manière volontaire.
- Capacité à utiliser un ordinateur.

NATIONAL ASSOCIATIONS ACTIVE IN CRIMINAL JUSTICE

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.

CANADIAN RESOURCE CENTRE FOR VICTIMS OF CRIME

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 through 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.

CANADA BORDER SERVICE AGENCY
The National Targeting Center, Targeting Operations – Intelligence Section

The Canada Border Services Agency (CBSA) is responsible for providing integrated border services that support national security and public safety priorities and facilitate the free flow of persons and goods, including animals and plants, that meet all requirements under the program legislation. Our mission is to ensure the security and prosperity of Canada by managing the access of people and goods to and from Canada.

The CBSA has been an integral part of the Public Safety Portfolio, which was created to protect Canadians and maintain a peaceful and safe society. The CBSA's motto; Protection, Service, Integrity, describes the motivation and guiding principles on which the Agency's responsibilities, mandate and workforce are based.

The Operations Branch of CBSA is divided into four directorates. The National Border Operations Centre (NBOC) is one of them. It is responsible for ensuring national security through situational awareness, targeting and intelligence, and a coordinated tactical response to emergencies, threats, and issues management.

The NBOC consists of five sections: the National Targeting Centre (NTC) is one of them. Our mission is to develop targeting programs to identify suspected high risk people, goods and conveyances through an integrated, comprehensive targeting program that effectively uses intelligence products and technology to support the CBSA's mandate.

The National Targeting Centre is composed of several sections: Targeting Operations – Intelligence (TO-I) is the division offering the Field Placement. This unit is responsible to support national targeting operations and programs by providing actionable products developed from regional, national and international intelligence information; analyzing intelligence-generated targeting, and resultant random examinations, to identify unknown threat and risk trends; Synthesizing actionable intelligence-based indicators, profiles and scenarios extracted from intelligence desks for use in the targeting process across the Agency, among many other tasks.

Summary of Duties

- Maintain an excel log and input information
- Management of the Intel Inbox: Maintain a shared mailbox and notify the proper people with information that needs to be worked on
- Keep track of section calendar
- Organize meetings and general administrative support
- Organize video conferences with regions when they arise
- Compile and complete monthly/weekly/quarterly standardized reporting templates for TOI
- Assist with anything that will reduce the administrative workload in TOI
- Perform the USCBP disclosure requests and keep track of them by creating or maintaining a spreadsheet.
- Write a weekly report covering media related to national security matters (publish it on the WIKI)
- Help with Data Analytics stats roll-up, date input
- Research and create data sets for data analytics (i.e. phone number area codes, credit card number description, address municipalities, etc.)
- Input all seizures we receive via external agencies/international in a spreadsheet
- Help extract information from enforcement or intelligence systems
- Help manipulate or fix excel sheets/templates

- Help with SBT log, print off documentation for file storage
- Help monitoring the WIKI and adding information
- Attend Intelligence briefs from partner agencies (RCMP, CSIS) as much as possible, to gain knowledge and stay updated with the current concerns and issues in the Intel world.
- Hard copy file organization for scenarios related documents
- Conduct initial checks in the Interpol inbox upon request, which would greatly help to alleviate the backlog
- Organize TO-I products by year and subsequently months.
- Organize common system drives
- Coordinate translations and send TO-I Intelligence products such as bulletins, alerts and reports for translation
- Query enforcement actions from the previous day
- Update the TO-I access databank with significant enforcement e.g. cocaine, heroin and seizures
- Determine if any NTC contraband/immigration targets logged into enforcement systems were resultant
- Triage the TO-I general inbox and forward emails to appropriate TO-I section
- Job shadowing with various positions at the NTC.

This type of placement helps student gain and develop knowledge that is directly related to national security, immigration and contraband. It is an opportunity to learn about border security, from an Operation's perspective. This knowledge is usually required before you can engage in day to day activities and apply your skills in an independent manner. The student will develop analytical skills, become proficient with the systems used by CBSA intelligence analysts and border security officers.

Field Placement Modalities and Constraints

- English essential, bilingualism an asset
- Obtain and maintain a Secret level of security clearance
- Knowledge is required of CBSA mission and mandate
- Communicates effectively in writing, using means and styles appropriate for the audience
- Co-operates with others to achieve set results
- Displays positive attitudes and behaviours (e.g. self-confidence, integrity, initiative and willingness to learn)
- Sets goals and priorities, and able to plan and manage time and resources to achieve them
- 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.

OTTAWA COALITION TO END VIOLENCE AGAINST WOMEN

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 of 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

- Bloc Placement
- Bilingualism preferred
- Available days and evenings (on occasion)
- Regular Criminal Background Check

CANADIAN CENTRE ON SUBSTANCE ABUSE

The Canadian Centre on Substance Abuse (CCSA) is Canada's national addictions agency. CCSA's mandate is to promote increased awareness of matters relating to alcohol and drug abuse, to promote increased participation in the reduction of harm associated with such abuse, and to promote the use and effectiveness of programs of excellence that are relevant to alcohol and drug abuse.

CCSA's Research and Policy Division facilitates and contributes to the creation, dissemination, and application of knowledge and expertise related to substance use and abuse prevalence, social and economic harms, harm minimization strategies, and approaches to control, prevention and treatment.

The key activities of the Division include leading and participating in timely and policy-relevant research and analysis on issues of substance use and abuse; leading and contributing to the development of policy documents and statements on substance abuse and addiction issues of national significance; and developing and fostering networks, brokering relationships, and coordinating efforts among researchers and policy makers in the substance abuse and addictions field.

Summary of Duties

The student will contribute to the activities of the Research and Policy Division by conducting research, compiling information, and preparing written reports and summaries on issues relating to substance use and abuse. Depending on current initiatives, there may also be opportunities related to other CCSA Divisions including Strategic Partnership and Knowledge Mobilization. These opportunities would focus more on collaboration with partners in the government and in the substance abuse field, and may involve preparing and delivering presentations and attending meetings as a representative of CCSA.

The student will be responsible for maintaining a professional approach, engaging as a member of the team in Division meetings and small group projects, and working independently. The student will have the opportunity to develop research, analytical, and writing skills during the placement, as well as subject matter expertise in the field of substance use and abuse. The student will also have the opportunity to develop teamwork skills and self-confidence through work in a collaborative environment.

Field Placement Modalities and Constraints

- Block placement
- Must be able to work in English

THE CORRECTIONAL INVESTIGATOR OF CANADA

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, Aboriginal issues, safe and timely reintegration and federally sentenced women.

Summary of Duties

Use of Force Team and Section 19:

- Reviews all documentation and videotapes submitted with Use of force incidents and/or Section 19 investigations for compliance with law, policies and 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 database (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 videotapes and determines whether the force used and CSC staff response was consistent with law and existing policies including the CAPRA Situational Model; completes a report that includes a summary of the incident, an analysis of the concerns identified and recommendations for consideration of the Team Leader, Use of force/Section 19 investigations. 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 Team Leader and possible recommendations for next steps.

Summary of Duties Intake 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 situations which should be immediately referred to an investigator or duty officer and provides that individual with a rapid briefing.
- Writes descriptions of all complaints/enquiries.
- Provides support and prepares the investigators for their next visits to correctional institutions.

Field Placement Modalities and Constraints

- Block placement
- 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 station during his or her placement.

SERVICE DE POLICE DE LA VILLE DE GATINEAU
Division Recherche, développement et stratégie organisationnelle

Le Service de police de la Ville de Gatineau (SPVG) a pour mission de maintenir la paix, l'ordre et la sécurité publique; de préserver la vie et de protéger les biens tout en faisant respecter les lois et règlements en vigueur dans le respect des droits fondamentaux des personnes. Avec l'aide des citoyens et de ses partenaires, le SPVG contribue à assurer à tous une qualité de vie, notamment en privilégiant le sentiment de sécurité, en prévenant le crime et en assurant un réseau routier sécuritaire. Pour actualiser sa mission, le SPVG poursuit plusieurs axes :

- La lutte à la criminalité;
- Les préoccupations des citoyens;
- La sécurité routière;
- L'optimisation des ressources et des processus;
- Le développement des compétences;
- Le renforcement de l'éthique et du service à la clientèle;
- Les communications internes;
- Les communications externes et la visibilité.

Le SPVG, en collaboration avec ses partenaires, assure différents services à la population principalement concernant la criminalité, la sécurité routière ainsi que les lois et règlements municipaux. Certains sont répressifs, d'autres, par contre, sont de nature préventive. titre d'exemple, notons les programmes Partenaires V.I.P. et A.V.I.S.E.

Les stages relèvent de la division Recherche, développement et stratégie organisationnelle et s'effectuent sous la supervision d'une criminologue, la Responsable en analyse et recherche en criminologie et prévention du crime.

Sommaire des responsabilités :

- Procéder à l'évaluation de programmes de prévention;
- Participer au développement de programmes de prévention;
- Effectuer des recherches quantitatives et/ou qualitatives sur différents sujets d'intérêt pour le SPVG. Les thèmes les plus fréquents sont les aspects de la criminalité locale, les meilleures pratiques en matière de prévention du crime et les pratiques innovantes en matière d'intervention policière;
- Rédiger des rapports de recherche, d'évaluation ou d'activité

Modalités et contraintes du stage

- Stage bloc à l'hiver seulement;
- Maîtrise du français oral et écrit;
- Enquête de fiabilité approfondie
- Compétences avancées en information souhaitables : Excel, Word.

FORENSIC RESEARCH: INSTITUTE OF MENTAL HEALTH RESEARCH (IMHR)

The IMHR Forensic Research Unit (FRU) of the Institute of Mental Health Research is fully integrated with the Integrated Forensic Program (IFP) of the Royal Ottawa Health Care Group. The FRU is world renowned for clinical research focusing on the assessment and treatment of deviant sexual interests (sexual paraphilia) and research on violence and risk assessment. New initiatives include studies of co-morbid disorders that may contribute to the trajectories of criminal behaviours such as psychopathy, attention deficit disorder, major mental illness, intellectual disability, Asperger's syndrome, and sleep disorders. This is a large and active program with research activities on two campuses in Ottawa and Brockville. The FRU maintains large databases from its Sexual Behaviours and Anger Clinics suitable to support Criminology memoirs, theses or dissertations; peer reviewed publications and grant applications. It also has a variety of research projects at all stages of completion. The FRU frequently hosts experts from around the world and with the IFP presents courses on a variety of topics in Forensic psychiatry.

Summary of Duties

Three placement opportunities are available. Students have the opportunity to conduct a clinical research project under the direct supervision of an experienced researcher and within an enthusiastic research team. Research can be conducted at any of the sites listed in the accompanying table. Students are strongly advised to attend one of the regular research meetings to get a better idea of the variety of research projects underway and planned.

Supervised clinical exposure as part of research projects.

With permission, student may audit monthly research ethics board meetings in order to see how ethical decisions about research are made from the inside.

Space permitting, students will be invited to attend and participate in all the interdisciplinary activities offered by IMHR.

This placement is designed to provide advanced hands-on research experience at the Masters level. Students will be assigned to an IMHR researcher who will supervise their research activities. Students will be expected to participate in research activities resulting in a memoire, theses, dissertation, and/or peer reviewed conference and paper publications.

Data collected or analyzed during this placement remain the property of the IMHR. Publications must acknowledge the IMHR/IFP affiliation.

Students must comply with the Research Ethics Board of the Royal Ottawa Mental Health Care Centre.

Students will be expected to attend and participate in bi-weekly RUD research meetings.

Field Placement Modalities and Constraints

- Students must obtain security clearance
- Masters level placement (undergraduate placement possible by special arrangement)

OTTAWA POLICE SERVICE
Community Development Section

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.

http://www.ottawapolice.ca/en/about-us/Community-Development.asp?_mid =18607

Summary of Student Duties

As part of the Community Development team, students take an active role in assisting staff in the completion of initiatives 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 Section

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.

To comply with these legislative responsibilities, the Ottawa Police has a Service Delivery Model that focuses on developing community-based, problem-solving partnerships at the neighborhood level. This model is highly adaptable and can easily be refocused to deal with emerging policing and community concerns. The model is delivered by a complement of 1,915 members, of which 1,371 are sworn and 544 civilian members.

Within the Executive Services Directorate, the Planning, Performance and Analytics Section has a mandate to support policing operations through the provision of strategic and operational planning, crime analysis, statistical reporting, quantitative and qualitative research, program evaluation, resource analysis and performance measurement.

Summary of Duties

Within the Planning, Performance and Analytics Section, 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;
- Liaising with sworn and civilian personnel, various agencies and community organizations;
- Developing, modifying, and maintaining detailed spreadsheets and databases;
- Assistance with special projects/programs, as assigned; and
- Developing, designing and maintaining tracking systems.

Field Placement Modalities and Constraints

- Strong analytical and research skills
- Strong writing skills
- Must have a valid driver's license
- Block placement
- English, bilingualism an asset

- Criminal background check
- Computer knowledge required: Microsoft Office (Word, Excel, PowerPoint, Outlook); internet search engines; database applications such as Microsoft Access.
- Computer knowledge desired: SPSS, GIS

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.

OTTAWA-CARLETON DETENTION CENTRE

The Ottawa-Carleton Detention Centre opened in 1972. The Institution was expanded in 2002 with the addition of the Pod providing a current Operational capacity for 496 male beds (not including intermittent or specialty beds, i.e. Segregation and Health Care) and 56 females beds. OCDC serves a very large geographic region, not just the City of Ottawa but also includes Cornwall, Pembroke, L'Orignal, Renfrew, Brockville, etc. It is a maximum security facility for both Male and Female Offenders which holds primarily remanded inmates (inmates still appearing before the Courts). The sentenced inmates are ideally transferred to Provincial Correctional Centres or Federal Penitentiary's depending on the length of sentence. During this placement, the student will be exposed to the daily operations of a detention centre from an administrative perspective with some exposure to institutional operations.

Summary of duties:

- Note taking, document formatting, editing, briefing notes/Incidents reports, memo writing.
- Contribute to researching specific policy issues
- Review and/or assist with preparing reports on a variety of issues
- Assist with OCDC's involvement in horizontal initiatives (i.e. projects with other stakeholders)
- Compose written summaries of policy-related information (e.g. briefing notes/incident reports)
- Creating and maintaining various forms/excel spreadsheets
- Maintaining filing system including archives
- Composing and photocopying a variety of correspondence and documents as directed.
- Statistical information gathering and reporting in our programming areas
- Attend and contribute to weekly meetings
- Provide backup support to the Administration area during absences
- Job shadowing opportunities with various Deputies and Superintendent

While on placement the student will learn: discretion and professionalism; work ethic and confidentiality; develop effective communication skills to work with a team; succinct written communications; formal oral communication and editing; basic case management; networking and liaising with community partners and acquiring knowledge of Ottawa-Carleton Detention Centre programs and services; provincial jails and detention centre policies and procedures; sentence information; government business; deal with high level stakeholders including Minister's office; transfers.

Field Placement Modalities and Constraints:

- Hours of work: Monday to Friday 0800-1600hrs
- Valid Driver's License
- Preferably bilingual but not necessary
- Diverse cultures welcomed
- Criminal Record Check – Vulnerable sector
- Self-motivated, able to work autonomously will little supervision and direction
- Proficient oral and written communication skills in English and French (preferred)

- Good interpersonal skills: ability to interact professionally with various personnel and levels of management
- Good research skills (i.e. literature review, Internet searching, etc.)
- Working knowledge of basic computer software, Microsoft Word, Power Point, Internet Microsoft Office Outlook
- There will be no supervision of inmates.

COMITE DE LA RECHERCHE ET DE LA DIFFUSION
Département de criminologie – Université d’Ottawa

Le comité est composé d’un responsable de comité et de cinq autres professeurs, dont le représentant auprès du Comité de la recherche de la Faculté des sciences sociales. Le mandat général de ce comité consiste à planifier et à organiser des activités visant à stimuler la production et le financement de la recherche au sein du département de criminologie, de même que la diffusion et la visibilité de celle-ci. Le mandat du comité concerne la recherche menée à la fois par les professeurs réguliers, les chargés de cours, les étudiants et les professionnels de recherche affiliés au département.

Sommaire des responsabilités

- Faire des revues de presse bilingues sur les questions d’actualité pertinentes pour la criminologie et souligner leurs implications aux plans théoriques et socio-politiques;
- Préparer des capsules d’information pour souligner les événements, les prix, les distinctions, les publications au sein du département (inclure les points d’info du directeur du département en vue des assemblées départementales);
- Rédiger des comptes rendus des activités savantes réalisées au sein du département;
- Publication d’un bulletin de recherche (tous les 15 jours ou à tous les mois, à déterminer), sur le site web ou en copie papier, dont le contenu comprend, mais ne se limite pas nécessairement, aux point 1 à 3 ci-haut mentionnés;
- Organisation d’un événement scientifique (un atelier ou un colloque) autour d’un ou plusieurs thème(s) d’actualité, réunissant professeurs, étudiants et praticiens, intervenants ou organismes concernés. (gens du milieu)

Le stagiaire développera donc les compétences suivantes :

- Faire des revues de presse;
- Créer et publier des bulletins de recherche;
- Synthétiser ou résumer des points importants dans la couverture médiatique;
- Problématiser (au sens de faire ressortir), aux plans théoriques et socio-politique, des enjeux;
- Analyser des politiques publiques (à partir de la couverture médiatique);
- Créer et entretenir des réseaux (en l’occurrence universitaires et communautaires);
- Planifier et organiser des événements propices à la diffusion de connaissances (atelier, colloque, etc.);
- Établir et respecter des échéanciers.

Modalités et contraintes du stage

- Bilinguisme essentiel
- Stage disponible pour la session d’automne seulement
- Bonnes aptitudes pour la communication orale et écrite
- Autonomie
- Entregent
- Connaissances de base dans le domaine du savoir criminologique (des connaissances de base en théories criminologiques/sociologiques sont nécessaires à la problématisation des enjeux).