



JOB POSTING: ADDICTION SERVICES CENTRAL ONTARIO –

JOB POSTING 2025.19CPT

PART-TIME COURT SUPPORT, CASE MANAGER 2

Supporting other teams, programs and services as required

Maternity Leave Contract Part-Time (0.6 FTE) to October 1, 2027

Addiction Services Central Ontario (ASCO) is a charitable, community-based addictions and mental health organization with its main office located in Aurora, Ontario and provides programs and services in York Region, South Simcoe and some parts of Toronto.

ASCO unites to support individuals to achieve their goals by offering hope and promoting well-being. Addiction Services Central Ontario takes pride in its passion for client service. Each day presents new opportunities to demonstrate leadership and expertise in addictions to the community. ASCO embraces a holistic, biological, psychological, social and spiritual approach to addiction. A holistic approach places the person at the center. The agency uses a harm reduction approach in addiction treatment and equally respects individuals who choose abstinence or harm reduction. ASCO's three strategic priorities are: Develop Our People, Drive System Leadership in Integrated Care and Advance Clinical and Operational Excellence.

Addiction Services Central Ontario is seeking an individual for the existing part-time position of Court Support, Case Manager 2, with a focus on supporting clients in the Bradford Courthouse.

The Court Support, Case Manager 2 will provide direct services to individuals with substance use issues and concurrent disorders who are involved with the criminal justice system. This might include assessment, referral, case management, court support, crisis intervention, short-term counselling and advocacy. The Court Support, Case Manager 2 will also provide case consultation and collaborative treatment planning with local mental health and addiction workers, provide training and awareness initiatives, and participate in local and district concurrent disorder committee work. This position provides services in various capacities in order to ensure the organization meets the needs of clients where they are located.

This part-time position will be based in the Alliston office location, reporting to the Assigned Supervisor.

ASCO is required to follow all public health and provincial directives as well as of those of our Ontario Health Team partners as related to the pandemic and other health issues that may come forward, including but not limited to vaccination requirements.

This is a Maternity Leave part-time contract position to October 1, 2027, for 21 hours per week (3 shifts/week), with a minimum of **one evening per week**. Weekend work is also expected (i.e. some Saturdays). The hourly wage rate is \$34.10. This position is within the Bargaining Unit.

Why work at ASCO?

- 9 days Vacation to start (accrued monthly); 12 days (accrued monthly) after one (1) year of continuous service (pro-rated for 0.6FTE)
- HOOPP Pension Plan for Permanent Full-time and Part-time staff
- 1.8 Flex Days to be taken throughout the year (pro-rated for 0.6FTE)
- 9 days' Paid Personal time (accrued monthly, pro-rated for 0.6FTE)

- Education Allowance provided up to \$180 per fiscal year (pro-rated for 0.6FTE)
- 3 Education Days per fiscal year provided for personal and professional development (pro-rated for 0.6FTE)
- Comprehensive Benefits package
- Employee Assistance Plan
- Various employer-paid training programs
- Mileage reimbursement when required
- Free parking
- Perkopolis Membership available

Duties and Responsibilities include but are not limited to:

1. Assessment

- Comprehensive: Assess the level of substance use and/or concurrent disorder as well as the client's overall functioning including: social systems, general health and psycho/social status.
- Specialized Topical Assessment: Evaluate specific aspects of the client's functioning by using tools and processes designed for specialized assessment purposes.
- Ongoing Assessment: Work with client's primary counsellor at ASCO to re-assess the client's substance use and/or concurrent disorder, functioning, and situation regularly with a specific focus on what is required of client with respect to involvement with the criminal justice system.

2. Formulation

- Develop a case plan and select appropriate treatment strategies on the basis of information gathered through the assessment processes.

3. Feedback

- Provide verbal information regarding the developed case formulation and present ideas for different treatment options to the client. Once a plan has been agreed on between the counsellor and client, provide this information to referral sources if/when requested.

4. Referral to Other Services

- Direct clients to appropriate services (outpatient, day treatment, residential programming, medical, psychiatric care) for further substance use assessment and counselling based on client needs and location. Determine what equivalent services exist and provide contact information to clients to connect.
- Provide follow-up and intervene as necessary and appropriate. Once referral has been made, the Court Support, Case Manager will continue to provide case management and court support if/when required and if requested by the client.

5. Consultation

- Provide consultation and problem-solving assistance to professional colleagues and members of the community with respect to substance use and concurrent disorder issues.

6. Goal Setting

- Assist the client informally to identify problems and goals within the scope of practice.
- Develop and implement with the client, a formal, systematic, and ongoing goal setting process that includes: identification of perceived problems, negotiation of specific functional targets and attendant courses of action as well as ongoing re-evaluation of the goals and plans.

7. Supportive Counselling

- Provide guidance and short-term supportive counselling to the client in reaching his/her goals and in solving selected, practical problems with an Anti-Oppression and Anti-Racism (AOAR) framework and through an AOAR lens. Clients who receive court support from the case manager should be referred to another counsellor or court support case manager for short-term counselling.

8. Crisis Intervention

- Medical/Psychiatric Crisis: Identify that client requires medical/psychiatric intervention and assist the client to obtain appropriate help.
- Psycho-Social Crisis: Provide appropriate clinical intervention and counselling to agency clients.
- Instrumental Crisis: Provide supportive intervention and problem-solving assistance related to practical issues.

9. Case Co-ordination

- Ensure continuity of service to clients through a continuous process of service matching, co-ordination, outreach to resources frequently used by the client population, referral, and follow-up.
- Collaborate & provide feedback to interdisciplinary team members to ensure continuity of care using patient-centered approach.
- Collaborate with third party organizations who are also involved in the client's care i.e Children's Aid Society, Probation and Parole Officers, other health practitioners, etc.
- Collaborate with and provide support for Newmarket courthouse caseload.

10. Group Facilitation

- Coordinate and facilitate psycho educational groups to diverse clients with substance use challenges and involvement in the criminal justice system.
- Participate in Group Services delivery upon completion of orientation, shadowing and training

11. Client Advocacy

- Act on behalf of and/or with the client by representing the client's needs as required in order to both accomplish the court-mandated requirements and teach client self-advocacy skills.
- Communicate with duty counsel, private counsel, Crown Attorney's on behalf of the client, to ensure that clear and important information is passed along to assist in resulting with best outcomes for clients in court process, both verbally and in writing, including any required written documentation.

12. Committee Work

- Attend and participate in any external committees that require a representative as it relates to substance use and/or concurrent disorders and the criminal justice system (ex: HSJCC, community treatment court committee, youth court committee, helping hands committee, etc.)

13. Network Development

- Social Rehabilitation: Work with the client and/or significant others to develop or restore the client's natural support system – family, friends, co-workers etc.
- Resource Linking: Establish relationships with other community groups and relevant services that will support the client's functioning.

14. Administrative functions

- Maintain client records including progress notes, service delivery logs and discharge summaries.

- Contribute to management information systems and program statistical reports.
- Provide data on an ad hoc basis for special purposes.
- Develop special reports
- Ensure that clear and important information is passed along to assist in resulting with best outcomes for clients in court process, both verbally and in writing, including any required written documentation.

15. Community Education

- Educate community agencies and professional groups as assigned by the Clinical Supervisor and/or Clinical Director.

16. Supervision

- Participate in both regular supervision/training with the Clinical Supervisor and regular observation of casework by the Clinical Supervisor.

17. Professional Development

- Participate in in-house peer consultation/supervision and staff training programs.
- Continuously upgrade skills by attending related courses and reading relevant literature.

18. Satellite Office Services

- Provide accessible casework services that are tailored to the local community's needs including Alliston probation office, Newmarket courthouse or ASCO's satellite offices.
- Drive/Operate and provide services on the M-RAAM as assigned.
- Other duties as assigned

Qualifications

- A minimum Bachelor's degree in one of the sciences or a health-related discipline, with a considerable knowledge of substance abuse issues working with both adult and youth OR minimum 5+ years' direct clinical experience in addictions and/or mental health
- Member or member in progress with one of the regulatory colleges under the Regulated Health Professionals Act ex: College Registered Psychotherapists of Ontario; Ontario College of Social Workers and Social Service Workers
- Minimum 2 years court support counselling experience
- Proven experience in concurrent disorders interventions/treatment models
- Excellent knowledge of the criminal justice system
- Knowledge of addictions and mental health interventions
- Strong public speaking skills
- The ability to work with other community organizations and professionals
- Sound knowledge, awareness and understanding of anti-oppression and anti-racism (AOAR) practices, with ability to practice in a culturally sensitive manner using AOAR principles
- Excellent organizational and administrative skills
- The ability to work independently
- A working knowledge of data management systems (TREAT preferred)
- Excellent English communication skills, both verbal and written
- The ability to provide services in French and any additional languages a definite asset
- A valid driver's license and access to an insured vehicle
- A successful Police Vulnerable Sector Check, as per agency policy and procedures

Please apply by sending your resume and cover letter detailing what interests you about this opportunity and experience you have that sets you apart from others.

Internal Applicants can apply by logging onto ADP, go to Myself > Talent > Career Centre.

External Applicants: [APPLY HERE](#)

Closing date: **Until Filled**

The process we will undertake to recruit for this role includes:

- Initial screening of resumes and covering letters
- Those who are successful in moving through the initial screening process, will be asked to participate in a brief telephone interview
- Those who are successful in the telephone interview will be asked to attend a face-to-face interview to gain a better understanding of the role, as well as, provide you the opportunity to discuss how your experience fits well with this opportunity.

We are an equal opportunity employer and welcome applications from diverse individuals who self-identify on the basis of any of the protected grounds under the Human Rights Code, and we encourage you to reflect upon the diversity you would bring to this role within your application. We are wholly committed to integration and to building a diverse, inclusive, accessible and respectful workplace where every employee has a voice and is given the opportunity to fully contribute, ensuring an equal employment environment without discrimination or harassment, while maintaining the independence of individuals and removing barriers to accessibility in the workplace. We remain committed to full compliance with the Human Rights Code, the Accessibility for Ontarians with Disabilities Act, the Occupational Health and Safety Act, and all other applicable legislation.

ASCO is committed to diversity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous people, persons with disabilities, LGBTQ2 persons, and others who may contribute to the further diversification of ideas. Applicants who require special accommodation in order to complete their application/interview are encouraged to contact our HR representative of the accommodation measures required which will enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

WE WELCOME ALL APPLICATIONS, HOWEVER ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED