

Behavioural Health Foundation

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Position	Justice & Community Coordinator (Term)
Department/Program	Breezy Point & Addiction Treatment Services
Employment type	Full-Time, Term (Oct 1, 2026-March 31, 2027)
Shift / hours	Days, evenings, and weekends as required
Salary	Starting at \$24.84/hour
Posting Date	September 11, 2026
Closing Date	Until filled
Number of Openings	1

ABOUT US

The Behavioural Health Foundation (BHF) is a Therapeutic Community providing long-term bed-based treatment for adults and family units experiencing issues related to substance use and co-occurring mental health concerns. Programming includes individual and group counselling and focuses on wholistic person centered wellness. Adult education, employment development and life skills are key components of supporting residents to move to healthier coping and life choices.

BHF is one of the few programs where adults can enter with their children or reunify with children not in their care while they are in the program. With dedicated childcare and K-6 education on site, the program offers healing opportunities for the whole family. The Indigenous Services at BHF offer Traditional Teachings and Ceremonies to residents and community members. Traditional healing in a trauma informed environment has strengthened many members' success in changing their lives. The Outreach team supports members working to maintain healthy choices as they transition back into their communities.

Visit www.bhf.ca to learn more about our program.

JOB SUMMARY

The Justice & Community Coordinator serves as the primary liaison between BHF and the justice system, while also supporting relationships with community partners and referral sources. This role coordinates all justice-related aspects of resident participation, including court involvement, legal conditions, interim judicial releases, sentencings, dispositions of charges, and probation requirements.

The Coordinator works directly with Crown and defence counsel and Manitoba Probation Services to support program access, assess suitability, and ensure compliance with court-ordered conditions. Responsibilities include preparing and submitting court reports, interviewing potential residents in correctional or community settings, coordinating court appearances, and responding appropriately when breaches occur. The role works closely with the Intake Coordinator and program team and contributes to outreach and community relationship-building.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

- Act as the primary liaison between BHF and the justice system, including Provincial Court, Crown and defence counsel, and Manitoba Probation Services.

- Represent the program in court proceedings and coordinate resident attendance for court appearances, including scheduling, preparation, and follow-up.
- Prepare, review, and submit court reports within required timelines, and conduct interviews with potential residents in correctional or community settings.
- Ensure residents understand and follow their legal conditions, monitor compliance, reinforce accountability, and respond to breaches with appropriate documentation.
- Coordinate and oversee the Fine Option Program for residents and approved external participants, including placements, onboarding, tracking of hours, and reporting.
- Participate in intake screening for justice-involved or higher-risk referrals and collaborate with the Intake Coordinator to ensure referrals are complete and appropriate.
- Build and maintain strong relationships with justice professionals, community agencies, and referral partners, and participate in presentations and outreach.
- Maintain accurate progress notes, court reports, incident reports, and records of court dates and legal conditions, and participate in Case Review and Team Meetings.

QUALITIES AND QUALIFICATIONS

- Graduation from an accredited Community College or University with major coursework in behavioural sciences, social services, or a related field; an equivalent combination of education, training, and relevant life experience may be considered.
- Minimum of two (2) years' experience in a residential or community-based setting; experience working with individuals experiencing substance use and/or related challenges is preferred.
- Candidates who self-identify as First Nations, Métis, or Inuit are encouraged to apply. Indigenous ancestry is considered an asset in recognition of the populations served by the program.
- Knowledge of substance use, recovery processes, the Therapeutic Community model, and community-based support approaches.
- Working knowledge and appreciation of Indigenous histories, cultures, traditions, teachings, and worldviews.
- Strong interpersonal, relationship-building, communication, and report-writing skills, with strong problem-solving, organizational, and time management abilities.
- Proficiency in Microsoft Office and Outlook, with the ability to exercise sound judgment, manage conflict, and maintain professionalism and confidentiality in complex situations.

CONDITIONS OF EMPLOYMENT

- Clear Criminal Record Check, with the ability to obtain and maintain approval for access to correctional facilities, required prior to employment.
- A valid driver's license with a reliable vehicle and a satisfactory driver's abstract.
- Must be legally entitled to work in Canada.
- Current First Aid, CPR, and CPI certification, or willingness to obtain within three months of employment.
- Mental Health First Aid Certificate is considered an asset.
- Must be able to work in a fast-paced environment and maintain strict confidentiality regarding all clients, conversations, and referrals.

BENEFITS

- Fully employer paid comprehensive benefits package (Medical and Dental, Vision, AD&D, Critical Care Coverage) for full time/permanent staffing positions.

- 5 % matched pension program
- 3 weeks' vacation to start.
- Worker's Compensation Coverage
- Training and development, including NCI, First Aid and Cultural Competency
- On site Indigenous teachings/ceremonies
- Free lunch, coffee, and snacks
- On site fitness facility
- Free parking on site
- Opportunities for education agreements for job related training
- Company paid dues for employment related professional designation
- Mileage reimbursement (when applicable)
- A park-like suburban setting makes coming to work a pleasure
- Casual dress

HOW TO APPLY

Applicants can express their interest by submitting a cover letter along with their resume and salary expectations to **Paulah@bhf.ca**. We thank all applicants, but only those being considered for an interview will be contacted.

Behavioural Health Foundation is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. BHF offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.