

SOOKE TRANSITION HOUSE SOCIETY

INTERNAL POSTING

Police-based Victims Services Coordinator

The Sooke Transition House Society's Police-based Victim Services Program has an immediate opening for a Victim Services Coordinator.

Competition Opens: September 21, 2024.

Competition closes: when position is filled

Start date: as soon as possible

Hours: 30 per week, Monday – Friday

Reports: to the Executive Director or her delegate

BCGEU membership is required

Candidates must successfully complete an enhanced security clearance

Compensation:

Up to November 15, 2024, compensation is: \$28.00 per hour and following successful completion of three months' probation, be eligible for extended health, long term disability, employee assistance program

After approximately November 15, 2024, compensation will be: \$29.17- \$33.49 and, in addition to extended health, long term disability, and employee assistance plan, employees will be eligible to enroll in the Municipal Pension Plan.

Description

The Victim Service Co-Ordinator (VSC) will work with the police to deliver services to individuals and families in Sooke and surrounding District who have been affected by crime and other traumatic incidents. Among the range of responsibilities of the position, the VSC will provide emotional, administrative, and logistical support to victims, witnesses and their family members following a traumatic event and information on the status of police investigations and the justice system and crime prevention. The VSC provides victims of crime with general information regarding the Criminal Justice System, short-term counseling, risk assessments, safety and protection planning and community referrals.

This position is also responsible for working with victims to guide them through the complexities of the justice system, providing analysis, interpretation and assessment of

victim needs and ensuring the appropriate interventions. While this position provides services to victims and witness across a broad range of crimes and incidents, the majority of those served have experienced gender-based violence.

The VSC is responsible for interviewing, assessing and counselling victims of domestic violence, child abuse and victims of the most serious crimes as defined within the designated offences regulation of the Victims' Bill of Rights Act. The VSC is also responsible for guiding their clients through the criminal justice system process. The VSC will provide assessments and counselling which include advising victims of their options, rights and responsibilities as victims of crime, while simultaneously enhancing the victim's ability to make informed choices and increase their level of safety and the safety of those close to them.

Other Duties

- Critical incident response
- Criminal justice system information and support
- Safety planning
- Practical and emotional support
- Information and referral
- Networking, public information and education
- Provision of services in family court-related matters

Qualifications

- Post-secondary degree in a related field or an equivalent in training and education
- Knowledge of legal, medical and social service systems as they relate to women who have experienced gender-based violence
- Personal qualities of compassion and empathy and practices that welcome, respect and appreciate those who access services
- A working knowledge of the criminal, family and administrative justice system(s)
- Three years' experience working in domestic and sexualized violence against women, and the legal system
- Education/training in victims' services and crisis intervention

- Knowledge of the effects of trauma, grief and loss
- A deep understanding of marginalization and higher risk experienced by women who are indigenous, racialized, poor, disabled, trans, refugees, without housing, etc. and a demonstrated commitment to trauma-informed practices
- Excellent verbal and written communication skills
- Lived/living experience of indigenous culture(s) or knowledge of indigenous culture(s) in the service area
- Excellent organizational and time management skills with an ability to assess and prioritize appropriately
- Ability to work under pressure and to manage stress effectively while working in a high volume, stressful environment
- Driver's license, reliable transportation and an ability to travel in the service area
- Experience and ease in the use of Microsoft Outlook
- Must carry a cell phone after hours and be on call

How to Apply

Internal applicants must email an up-to-date resume together with a cover letter describing why you are interested in this position and how your qualifications and experience meet the requirements as outlined in the posting no later than 4:30 p.m. September 21, 2024 to the Interim Executive Director: exec.dir@sthsociety.ca Please direct any questions about this position, via email, to the same exec.dir@sthsociety.ca No phone calls please.