

External Employment Opportunity

We are inviting applications for a

Child and Youth Victim Services Advocate Permanent Part-time

Posting: #2026-04
Posting date: July 6, 2026
Hours: Part-time, 28 hours/week (Monday-Thursday 8:30am-4:30pm)
Location: Oak Child and Youth Advocacy Centre
Start date: As soon as possible
Grid level: 12
Classification: Integrated Program Coordinator 1 & Victim Services Worker
Wage rate: \$30.95-\$33.75 per hour
Submit resume to: Hr@archwaysociety.ca

Job Summary:

Provides services and information to children and youth who are victims of abuse, assisting them to navigate the criminal justice, child welfare, medical, education, mental health and other systems. Works to ensure that young victims of crime are given the opportunities to address the effects of the crimes committed against them. Makes referrals to the most appropriate worker and/or services.

The Child and Youth Victim Services Advocate implements direct services to children and youth at the Oak Child and Youth Advocacy Centre.

Education, Training and Experience:

- A diploma in the social services field
- Two years recent related experience including supervisory or volunteer management experience
- An equivalent combination of relevant education, training and experience will be considered

Knowledge, Skills and Abilities:

- Knowledge of child development, family systems, impact of trauma on children and youth, the criminal justice, health and child welfare systems
- Knowledge of relevant legislation including Victims of Crime Act, Child, Family, Community Services Act, Personal Information Privacy Act, and Infants Act.
- Excellent organizational skills.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated critical thinking and problem-solving skills with complex cases and good professional judgement.
- Proven intake and needs assessment skills.
- Demonstrated ability to work effectively with multi-disciplinary case management teams.
- Strong cultural competency and socially inclusive practice.
- A high level of tact, diplomacy and professionalism.

- A high level of discretion and adherence to privacy legislation and policy.
- Proficient in computer applications, including Microsoft Office and database systems.
- Excellent time management skills.
- Understanding of and demonstrated skills and ability to work from a feminist perspective.

Key Responsibilities and Duties:

A. Client Service

1. Provides trauma-informed response and direct service to child and youth victims of crime including assessment of needs and navigation of child welfare, health and other related systems. Uses professional judgement to assess immediate needs in order to provide emotional and practical support to children and youth exposed to abuse, violence and trauma.
2. Works closely with internal stakeholders and referring agencies to coordinate service for victims of abuse. Ensures that victims are connected to the appropriate child and youth focused services.
3. Provides navigation of the criminal justice, family law, health, child welfare and other systems. Provides structured analysis and interpretation of justice and family law processes in order to support informed decision-making, advocacy and service planning for clients and families.
4. Provides court preparation, accompaniment and support, including prolonged attendance at court proceedings requiring sustained attention and restricted movement for extended periods of time.
5. Ensures victims are informed of their rights under the Victims of Crime Act and other relevant legislation. Advocates for service and information as necessary. Maintains ongoing exposure to highly sensitive, traumatic and emotionally intense information as child and youth victims recount experiences of abuse, violence and victimization.
6. Supports clients with applications to Crime Victim Assistance Program (CVAP) funding.
7. Completes risk assessments and supports clients to engage in personalized safety planning.
8. Assists to eliminate barriers to service by advocating with community service providers and government services. Facilitates the flow of communication between service providers and the client.
9. Provides emergency response support where needed, as requested by the Program Manager.
10. Develops and maintains positive, therapeutic relationships with clients.
11. Accountable for the quality and accuracy of services provided, recognizing that errors may negatively impact clients, relationships with external partners, and the reputation and credibility of the Society and the Child and Youth Advocacy Centre.
12. Builds effective relationships, liaises and consults with multidisciplinary community partners, stakeholders and other professionals to coordinate service provision, facilitate referrals, and participate in collaborative case management and service planning for child and youth victims of crime.

B. Programs Administration

1. Participates in a provincial network of child and youth advocacy centres through regular teleconferences and communication.
2. Provides information, analysis and recommendations related to systems issues, service trends and local community needs for evaluation reports and planning purposes for the Society, Oak Centre Leadership Committee and the Provincial Child and Youth Advocacy Centre Steering Committee.

3. Performs the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, program standards are met, and documentation and service delivery are accurate and complete.
4. Collects, and maintains Oak Centre statistics, reports, documentation and client records in compliance with Society records management policy and procedures
5. Submits accurate statistics and reports as required by the funder, the Society or as requested by the Programs Manager.
6. Develops and maintains a collection of resource materials for clients.
7. Ensures that policies and procedures are adhered to in the delivery of service. Adheres to Provincial and National guidelines and practice principles for Child and Youth Advocacy Centres.
8. Submits employment records such as Time Sheets, Mileage Reports and Professional Development forms to the Programs Manager in a timely fashion.

C. Organizational Role

1. Participates and contributes as a member of the Oak Child and Youth Advocacy Centre, Counselling, Victim Services, and broader Society teams. Builds and maintains positive relationships and works collaboratively with other partner agencies.
2. Adheres to the philosophies, policies, procedures and Code of Ethics of the Society.
3. Accounts to the Community Programs Manager and participates in regular supervision.
4. Ensures that personal safety of self is at the forefront in delivery of services. Communicates promptly with the Programs Manager regarding any personal safety concerns.
5. Takes steps to maintain personal wellness by participating in peer support activities, clinical supervision or other remedies as required.
6. Provides supervision and guidance to program volunteers and practicum students by means of orienting and training, overseeing work and providing input into their evaluation.
7. Participates in professional development through workshops, in-service training, etc. as required. Develops and maintains current knowledge of the effects of the justice, health, child welfare, and other systems.
8. Communicates with Society staff regarding the services of the CYAC. Provides information to Society staff with respect to serving child and youth victims of crime.
9. Participates in cross-collaborative teams to support organizational goals, enhance service integration, and contribute to the development and implementation of agency-wide initiatives.

D. Community Role

1. Initiates referrals and liaisons with community agencies as required by each client's case.
2. Participates in multi-disciplinary case management to enhance client service. Seeks opportunities to collaborate with other internal and external services in order to meet the needs of the client.
3. Represents the Oak Child and Youth Advocacy Centre, the Society and its philosophy positively and professionally in the community.
4. Provides presentation and public awareness about child abuse, child sexual assault and other crimes against children and youth and the services offered by Oak Centre
5. Represents the Society positively and professionally in the community and in all activities.

E. Other

1. Performs other duties as directed.

Additional Job Information:

- A Criminal Records Check for working with vulnerable people is required.

- Membership with the BC Government and Service Employees' Union is required.
- A valid Driver's license and availability of personal vehicle for work purposes is required.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting **Competition # 2026-004** in subject line.

Resumes from qualified candidates who identify as First Nations, Metis, Inuk, Black, trans, a person with a disability, or an individual from other equity seeking groups are encouraged to apply.