



# SQUAMISH

HARDWIRED for ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

**External Job Posting**

<b>Position:</b>	<b>Victim Services Coordinator</b>
<b>Status:</b>	Regular Full-Time
<b>Work Area:</b>	RCMP
<b>Posting Date:</b>	January 4, 2024
<b>Closing Date:</b>	Open until filled

**GENERAL SUMMARY**

Under the supervision of the Police Services Manager, and in coordination with the Operations Commander’s direction, the Victim Services Coordinator implements, coordinates, and directs a program that provides immediate and follow-up assistance to witnesses and victims of crime and trauma, specifically following the mandate as per the contract with the Ministry of Public Safety and Solicitor General.

**KEY RESPONSIBILITIES**

**Main Duties and Responsibilities**

- Contributes to the success of our team and creation of our community, by fostering the District of Squamish corporate values in their work. As a District of Squamish Employee, the Victim Services Coordinator supports the Mission Statement and Core Values of the District of Squamish of Respect, Integrity, Connection and Progress
- Ensures work is carried out as required under the Victim Services Program Standards - follows the mandate as per the contract with the Ministry of Public Safety and Solicitor General.
- Builds and maintains the Victim Services Program by recruiting suitable candidates, by providing training, mentoring and orientation and coordinating a shift schedule for the Victim Services Crisis and Case Workers, and by providing feedback.
- Assists with supervision, file referral and debriefing of employees.
- Maintains responsibility for answering queries from police, Victim Service Crisis and Case Workers and informs supervisor of concerns.
- Evaluates program's effectiveness, adequacy of procedures and recommends alternate courses of action.
- Establishes and maintains liaison within the RCMP detachment and provides effective communication and liaison with other Victim Service programs, community/public agencies and provincial authorities.
- Maintains time and statistic records and files with appropriate agencies as required.
- Requests, administers and monitors program budget.
- Establishes and adopts policies to address program concerns.
- Assesses requirements for direct service with difficult or unusual cases and develops action plans.
- Provides direct service to victims including Crime Victim Assistance Program applications and court accompaniments.
- Supervises designated staff.
- Coordinates community events and provides guest speakers from Victim Services.
- Maintains continuous professional development and familiarization with existing and new legislation as it pertains to Victim Services Program Standards.
- Maintains familiarity with referral agencies and sources for referral.
- Maintains membership in Police Victim Services of BC Association.
- Performs other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS & ABILITIES**

- Considerable knowledge of the rules and regulations governing Victim Services program activities.
- Considerable knowledge of the practices and techniques of crisis intervention and follow-up support as related to the work performed.
- Considerable knowledge of the criminal justice system procedures as they relate to the work performed.
- Considerable knowledge of principles, practices and terminology used in documenting client contacts and maintaining related files.
- Sound knowledge of available community resources.
- Excellent interpersonal and communication skills and the ability to deal with people in a professional manner.



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- Excellent organizational skills, the ability to perform multiple duties simultaneously with deadlines and the ability to exercise judgment and work independently.
- Strong Microsoft Office skills and proficient in the use of RCMP computer programs such as PRIME.
- Strong sense of professionalism with non-judgmental attitude.
- Ability to maintain confidentiality.
- Ability to deal with emotionally difficult situations.
- Ability to motivate and set an example for staff.

## WORKING CONDITIONS

- Must live within approximately a one hour driving proximity to the Squamish RCMP detachment.
- Frequent exposure to highly traumatized individuals and may, from time to time be exposed to the visual effects of graphic violence and death.
- Depending on the type of call, may be required to navigate through uneven terrain and/or sit and stand for extended periods.
- Must be able to work a flexible schedule including evenings, weekends, and occasionally overnight shifts, as well as be on standby and work overtime shifts as needed.
- Must be adaptable to adjusting shifts to support community events.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- Bondable
- Ability to obtain and maintain enhanced RCMP security clearance
- Valid BC Class 5 Driver's License
- Four years' minimum related experience including supervision
- Coursework in/and experience with Conflict resolution and Critical Incident Stress Management
- Completion of post-secondary education such as a BA in one of the Social Sciences
- OR
- An equivalent combination of education, training and experience

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position required of personnel so classified.

**Hours of Work:** 70 hours biweekly, fortnight schedule. Current shifts (subject to change) are Monday to Friday between the hours of 8:00am and 5:30pm. Some overtime is required for evening and weekend work.

**Salary:** \$33.18 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

### Direct Your Application (Quoting Competition #23-121) To:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3 E-mail: [jobs@squamish.ca](mailto:jobs@squamish.ca)

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [AccessibilityHR@squamish.ca](mailto:AccessibilityHR@squamish.ca). We thank all applicants for applying.*