



Posted: June 17, 2024

JOB POSTING

RCMP Victim Services Assistant – Part-time, Temporary

Castlegar and District Community Services Society invites applications for a part-time temporary RCMP Victim Services Assistant position. There is a strong likelihood that this position will become permanent in the 2024 year. The following are details on this position.

Reports to: RCMP Victim Services Unit Program Manager

About the Position:

The Castlegar and District Community Services Society is seeking a part-time Victim Services Worker. Under the direction of the RCMP Victim Services Program Manager and the officer in charge. The incumbent assists the senior Victim Services Worker to provide support to crime and trauma victims and witnesses, provide administrative requirements for the Victim Services Program and coordinate with other community and social agencies.

Upon the direction of the Program Manager, or in the absence of the Program Manager, provides a range of supports to the Victim Services Program and information and referrals to clients who have been victims of crime. Provides assistance to Program Manager with various program activities. The incumbent works within an environment of complete confidentiality and must be capable of exercising considerable discretion when responding to inquiries by the public, outside agencies, other RCMP detachments/units, Federal and Provincial Agencies, the legal community and media within the limits prescribed by legislation, policy and established procedure.

Summary of the Duties and Responsibilities of the Position:

1. Provides information to clients on
 - a. support services available in community to victims of crime and trauma
 - b. about the psychological response in the aftermath of crime or traumatic events
 - c. Information about the criminal justice process, including the continuum of services found within the criminal justice system from police through to conditional release
 - d. Information on the rights that victims of crime have in BC
2. Provides crisis response and inventory in the absence of the program manager
3. Supports clients' interests and rights by performing duties such as liaising for clients with police and Crown Counsel, obtaining information about client's cases including case status and hearing dates and further providing that info to clients, as updates and current court proceedings, provide court orientation, court preparations, and court accompaniment



4. Provide information on police, legal and medical systems in general, and specific to clients' cases. Provide information on crime prevention to clients to help them avoid re-victimization.
5. Provide court support services such as explaining court processes and trial procedures and providing court orientation and information on court preparation.
6. Assists clients in completing legal forms such as Crime Victim Assistance applications and Victim Impact Statements.
7. Assist with searching and developing funding proposals to acquire new resources for project ideas
8. Provides the following services as time and funding resources permits:
 - a) Attendance at crisis incidents at the request of the Program Manager
 - b) Accompaniment with the RCMP to assist in death and accident notifications only in the absence of the program manager
 - c) Public education programs around issues of criminal victimization and victim services (ex: Home safety, relationship violence, sexual assault, etc.)
 - d) Assist in sourcing out grants and completing grants
 - e) Perform other duties as required

Hours of Work:

1. This is a temporary position that will operate for six months in length.
2. The position entails working between 7.5-15 hours a week. Schedule will be determined after hire and this position will occasionally require evening, and night work.
3. This position may require you to perform overtime in emergency situations.

Job Classification, Compensation, and Benefits:

1. This position's job classification is Victim Services Worker, as per Collective Agreement.
2. Wage is set at \$26.74 per hour (Step 1).
3. Statutory benefits (CPP, EI, WorkSafe) are included. This position does not qualify for Extended Health Benefits or Municipal Pension Plan benefits on its own, as per Collective Agreement.
4. This position will be filled on a temporary basis with the strong likelihood of becoming a permanent position beyond the six-month contract.

Nature of the Job, Abilities and Certifications Required:

1. Applicant must be eligible to achieve security clearance to begin work. This can take up to 6-9 months). Preference will be given to applicants who already hold a RCMP Enhanced Security Clearance.
2. Diploma in a related human/social services field. Two years recent related experience, or an equivalent combination of education, training and experience. Experience and knowledge with the Canadian Criminal Code and the Canadian Criminal Justice System.
3. Valid Class 5 BC Driver's License is mandatory and reliable transportation for work purposes.
4. Demonstrated ability to handle crises situations.



5. Skill in providing non-judgmental emotional support.
6. Ability to work independently as well as in a team.
7. Good oral and written communication skills, including public presentation skills.
8. Ability to work effectively in a police detachment environment.
9. Experience with Word, Excel, PowerPoint, Outlook etc.
10. Superior organizational, multitasking and time management skills.
11. Ability to handle sensitive and confidential information.

Start Date: **On or about Monday August 19, 2024**

Closing Date for Applications: **August 02, 2024 at 4:30 p.m.**

Application Process: Send via email your letter of interest and updated resume by the closing date and time noted above to info@cdcsc.ca. Please put *Victim Services Assistant Application* in the subject line.

<JOB DESCRIPTION FOLLOWS>



Castlegar and District Community Services Society

Job Title: RCMP VICTIM SERVICES ASSISTANT

Classification: Victim Service Worker

Standard Wage Grid: 11 Jjep Wage Grid

Job Summary:

Provides support services, practical assistance, information and referrals to clients who have been victims of crime.

Key Duties and Responsibilities:

1. Conducts client intake by performing duties such as obtaining demographic information, providing information regarding the victim service worker's role and the services offered by the organization, assisting clients in completing intake forms, and explaining issues related to confidentiality.
2. Provides emotional support to clients who have been victims of crime through active listening, debriefing and validating clients' emotions.
3. Assesses clients' need for other services and provides them with information on helping organizations and professionals such as community service agencies, counsellors, legal aid lawyers, physicians and mental health services. Recommends appropriate services to clients.
4. Provides crisis response and intervention as necessary.
5. Supports clients' interests and rights by performing duties such as liaising for clients with the police and Crown Counsel, obtaining information about clients' cases including case status and hearing dates.
6. Provides information on police, legal and medical systems in general and specific to clients' cases. Provides information on crime prevention to clients to help them avoid revictimization.
7. Provides court support services such as explaining court processes and trial procedures and providing court orientation and information on court preparation.
8. Provides accompaniment and/or transportation such as to court, police and medical appointments.
9. Assists clients in completing legal forms such as Criminal Injury Compensation Applications and Victim Impact Statements.
10. Participates in public education to raise awareness of physical or sexual assault and/or abuse.
11. Consults and liaises with community service agencies to maintain up-to-date information on available resources and develop community relations.
12. Maintains and provides statistics and reports regarding service delivery as required.
13. Performs other related duties as required.



CASTLEGAR & DISTRICT
COMMUNITY SERVICES SOCIETY

1007 – 2nd Street
Castlegar, BC V1N 1Y4
Ph: 250-365-2104 | Fax: 250-365-2154
Email: info@cdcass.ca

Qualifications

Security Clearance: Applicant must be eligible to achieve security clearance to work within an RCMP office immediately. Preference will be given to applicants who already hold a RCMP Enhanced Security Clearance.

Education and Knowledge: Diploma in a related human/social services field.

Training and Experience: Two (2) years recent related experience, or an equivalent combination of education, training and experience. Experience and knowledge with the Canadian Criminal Code and the Canadian Criminal Justice System.