



# Community-Based Victim Services Program Coordinator Full-Time

Campbell River Region  
Campbell River

Monday May 11, 2026

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\$31 - \$40/ hour (\$33.77- \$38.77\*)

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**Company:** Campbell River Family Services Society

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**Website:** <https://crfamilyservices.ca/>

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**Industry:** Social Services

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**Remote/Camp Based Job:** No

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**How to apply:**

Please apply with a cover letter and resume to [laurie.overton@crfs.ca](mailto:laurie.overton@crfs.ca).

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**Expiry Date:**

Monday, May 25, 2026

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**Details:**

This is a temporary vacancy that will continue until the return of the incumbent. Two weeks' notice will be given when the incumbent is ready to return. Key Duties and Responsibilities

- Oversees the day-to-day operation of the CBVS program by ensuring that program guidelines and policies are adhered to and program standards are met.
- Supervises program staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations. Participates in the recruitment and selection of program staff—schedules program staff in accordance with program staffing requirements.
- Provides support services, practical assistance, information, and referrals to clients who have been victims of family/sexual violence. Services may include critical incident response, information and support regarding the criminal justice system, safety planning, practical and emotional support and information and referral services.
- Promotes public awareness of and support for the program by performing duties such as attending community events, hosting and/or participating in victim-related events, providing public education, promoting awareness regarding victim's issues, and informing other community services about services available to victims of crime.
- Develops and maintains a network with criminal justice system personnel, including police, Crown counsel, court services, corrections, and sheriffs; and social service and other community agencies, including transition house, hospital, and family justice resources.
- Liaises with community service providers and other professionals to coordinate

service provision, facilitate referrals to the program and represent the organization or program in external events. • Maintains related records and statistics and produces reports as required. • Performs other related duties as required.

Additional Information • This position requires the ability to function independently and frequently under pressure while managing a difficult caseload, projects, and deadlines, including effectively managing emergency situations. Working in a stressful environment while dealing with clients in crisis situations is an ongoing expectation of this position. Work may not necessarily occur within normal office hours. • This position requires union membership and the completion of a criminal record check • Vehicle required for the performance of duties • Campbell River Family Services Society is an employment equity employer • \*All JJEP/Paraprofessional positions are subject to wage grid levels. Positions begin at Step 1 and are increased to Steps 2 through 4 based on the number of hours worked

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### **Qualifications & Experience:**

- Diploma in a justice-related field
- Three (3) years of recent related experience, including one (1) year of supervisory or administrative experience
- Or an equivalent combination of education, training, and experience
- Abilities, Skills, and Knowledge
- Well-developed interpersonal skills, oral and written communication skills
- Good organization, time, and general management skills
- Ability to organize and chair meetings and liaise with other community agencies
- Knowledge of the workings of the criminal justice and social service systems and knowledge of community resources
- Cultural sensitivity and understanding of the client
- Ability to work independently and to respond to crisis situations

Vehicle required for the performance of duties

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