



NORTH ISLAND CRISIS AND COUNSELLING CENTRE SOCIETY

Job Title: POLICE-BASED VICTIM SERVICES CASE WORKER

SUMMARY

Reporting to the Port Hardy and Port McNeill Victim Service Manager, the Case Worker provides assistance to victims of crime or trauma within the Port Hardy and Port McNeill RCMP Detachment catchment areas.

KEY DUTIES AND RESPONSIBILITIES

1. Assist the Police-Based Victim Services Program Manager.
2. Participate in quality assurance and managerial reviews
3. Liaises with the RCMP members, Crown Counsel and Corrections to ensure continuing support and participation in referring clients to the Victim Services Program.
4. Provides advice and consultation to professional or supervisory personnel of the Port Hardy and Port McNeill RCMP Detachment regarding victim related issues.
5. Promotes awareness of the program's functions and keeps informed of current victim issues in general, by attending and/or presenting information at various meetings, seminars, etc. held by community service groups, education institutions, police agencies and social services agencies.
6. Provides direct service delivery to victims of crime and trauma under VOCA.
7. Assist the Program Manager to recruit, train, supervise, and evaluates program and Volunteers.

SKILLS/ABILITIES/KNOWLEDGE

- Thorough knowledge of the psychological and social problems and services required by victims of crime and trauma
- Substantive working knowledge of the policies and procedures of the RCMP.
- Good organization and time management skills
- Ability to supervise a volunteer group.

QUALIFICATIONS PREFERRED

- Must attain and maintain an RCMP enhanced security clearance
- Bachelor's degree in human services



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- 2 years supervised experience in a victim services program

ADDITIONAL INFORMATION

This position is required to work in a stressful environment, dealing with victims of trauma and crime. Work may be conducted outside normal office hours, and could involve travel to outlying, remote areas in the Mount Waddington Regional District and Central Coast. A valid B.C. driver's license and vehicle, equipped with winter tires between October 1 and April 30 of each year, are required to carry out the duties of this position.

I acknowledge that I have received a copy of my job description and I commit to follow my duties and responsibilities as defined within it.

Signature

Date