



BURNS LAKE RCMP POLICE-BASED VICTIM SERVICES
Seeking Part-Time Victim Services Case Worker

The Burns Lake Victim Services Unit is seeking a qualified, experienced and highly motivated individual to assist and provide direct services to witnesses and victims of crime and trauma in the Burns Lake and surrounding area. This part-time position based out of the Burns Lake RCMP Detachment.

The successful applicant must be able to obtain and maintain an RCMP Enhanced Security Clearance – **Note** – not required as part of the application process, however will be required upon consideration for employment.

For a full job description, please visit the Village of Burns Lake website.

Please submit your cover letter and resume to:

Village of Burns Lake
Box 570,
Burns Lake, BC V0J 1E0
Or by email at village@burnslake.ca

Job posting closes: September 28, 2018 at 10:00am

The Village of Burns Lake and the Burns Lake RCMP Victim Services Unit thank all applicants for their interest however only those considered for an interview will be contacted.

BURNS LAKE RCMP POLICE-BASED VICTIM SERVICES
Part-Time Victim Case Worker

The Burns Lake Victim Services Unit is seeking a qualified, experienced and highly motivated individual to assist and provide direct services to victims and witnesses of crime and other traumatic events in the Burns Lake and surrounding area.

JOB SUMMARY

Reporting to and working alongside the Unit Manager, you will be responsible for providing emotional and practical support to victims and witnesses of crime and other traumatic events.

You will inform clients about the progress of court cases; conduct court orientations; accompany clients to court; and assist in/with explaining the justice system.

You will provide information and referrals to appropriate agencies; and establish and maintain client files.

You will assist clients in completing various forms such as Victim Impact Statements, Victim Safety Unit forms and Crime Victim Assistance Program forms.

You will assist the RCMP when requested to do so for next-of-kin notifications, sudden deaths and “at scene assistance”.

You may be required to assist clients at the hospital, their home, and the detachment.

You must be a team player as well as being able to work independently.

You will liaise on a regular basis with RCMP members; Crown Counsel and other community agencies.

HOURS OF WORK

This position is two (2) days per week with one (1) of the days being Friday.

Hours are 9:00 am to 4:00 pm

QUALIFICATIONS AND SKILLS

Related post-secondary education; appropriate social science degree; and/or equivalent combination of training, education, and experience.

On the job training is provided.

Knowledge of the Criminal Justice System and Victims’ Rights.

Computer skills are an asset.

Flexibility in shifts and hours.

Excellent communication skills, especially with individuals in a crisis situation.

An awareness of the community and the resources it offers.

The ability to handle sensitive information in a confidential manner.

The ability to handle stressful situations in a positive manner.

Possess a valid BC drivers licence and a vehicle.