

Victim Services Coordinator

Application Deadline: Open Until Filled

The District of Mackenzie is currently accepting applications from qualified candidates for the position of Victim Services Coordinator. This position works closely with RCMP staff to deliver services to individuals and families who have been affected by crime and other traumatic incidents.

The primary responsibilities for this position include, but are not limited to:

- offering general and emotional support
- providing referrals to community resources and information on justice system processes to clients
- preparing and maintaining a variety of records, reports and correspondence
- building strong working relationships with local, regional and provincial agencies and organizations
- educating the public on the Victim Services Program and other related topics

The successful candidate will have successfully completed Grade 12, including or supplemented by courses in social work or related discipline, plus related experience in a police environment, victim services program, or an equivalent combination of training and experience. Knowledge of business and office systems, basic computer skills, strong written, oral and public relations skills would be considered an asset. This position requires a candidate that can work individually under limited supervision as well as a team player with a positive attitude who can deal courteously, tactfully and diplomatically with members of the general public, as well as internal and external agencies and organizations.

Due to the sensitive nature of this position, the successful candidate must obtain and maintain an RCMP Enhanced Security Clearance and have a valid driver's license (BC) and a suitable vehicle.

The position is 18.5 hours per week, with the opportunity for additional hours, at an hourly rate of \$36.15 plus 4% in lieu of benefits. The successful candidate must be flexible for after-hours callouts. If you feel your education and experience have prepared you for a position such as this, please submit your resume and covering letter detailing your work experience, education, and qualifications to:

District of Mackenzie

Attn: Corrine Higgins

Email: chiggins@districtofmackenzie.ca

The District thanks all applicants in advance for your interest, however only those short-listed will be contacted.