



**Job Title: POLICE (RCMP) BASED VICTIM SERVICES
PROGRAM WORKER – CRANBROOK / KIMBERLEY**

Job Summary:

The Police Based Victim Services Program Worker will provide information, assistance, and referral services to victims and witnesses of crime and trauma in the Cranbrook and Kimberley policing areas.

Reports To:

RCMP Victim Service Program Coordinator

Key Duties and Responsibilities:

- Provide direct services, information, and referrals to victims and witnesses of crime and trauma.
- Liaison with police and other justice personnel.
- Provide court support, court accompaniment.
- Collection of court results.
- Provide assistance to victims in completing various forms and applications.
- Crisis On-Call stand-by on scheduled evenings and weekends.

Education, Training, and Experience:

- Relevant training and/or experience.
- Pass and maintain RCMP Enhanced Security Clearance.
- Class 5 Driver's licence and must have own car.

Job Skills and Abilities:

- Strong organizational and time management skills.
- Good communication skills.
- Ability to work effectively with a variety of people.
- Ability to develop a mutually respectful partnership with clients and their families to help clients gain the necessary skills and confidence to address the issues and problems they face.
- Conviction about the capacity of people to grow and change.
- Ability to work in partnership with other team members.
- Ability to set limits and maintain the helping role of the practitioner and to intervene appropriately to meet the needs of the persons being served.
- Sensitive and responsive to cultural differences in the client population.
- Strong computer, keyboarding, and clerical skills.