



# New Westminister Police Department

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## Position Vacancy: Victim Assistance Case Worker

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| DEPARTMENT:       | <i>Victim Services Unit</i> | STATUS: | <i>Regular, Full-time</i>                          |
| NO. OF POSITIONS: | <i>One</i>                  | UNION:  | <i>CUPE, Local 387</i>                             |
| HOURS OF WORK:    | <i>35 hours per week*</i>   | SALARY: | <i>\$54,294 to \$63,918 per year plus benefits</i> |

We are seeking a qualified individual to assume the role of Victim Assistance Case Worker with the New Westminister Police Department on a regular full-time basis. This is specialized work in providing direct support services to those impacted by crime and trauma. You will provide crisis intervention support at the time of the incident, as well as follow up support after the incident. This can include emotional support, information on the criminal justice system, resource referral, and court support services. You will also provide training and on-going guidance to volunteers, establish and maintain client files documenting services provided and perform related work as required.

Requirements include:

- Completion of Grade 12, preferably supplemented by courses in the field of social science, plus considerable related experience, or an equivalent combination of training and experience.
- Considerable knowledge of victim services work.
- Considerable knowledge of the practices and techniques of crisis intervention and follow-up support as related to the work performed; including sound knowledge of available community resources.
- Considerable knowledge of principles, practices and terminology used in documenting client contacts and maintaining related files.
- Working knowledge of court and police procedures as they relate to the work performed; including working knowledge of PRIME and JUSTIN is considered an asset.
- Ability to effectively provide direct services to victims and witnesses of crime and trauma, including emotional support, information and referrals, often under stressful circumstances.
- Ability to provide training and guidance and assistance to volunteers.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to manage day to day work requirements and prioritize work tasks; including the ability to respond to crisis calls while managing regular workload.
- Ability to exercise good judgment and handle sensitive information in a confidential manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to use applicable software, such as Microsoft Office Suite 2010.
- Valid BC Driver's License.
- The successful candidate must be able to pass and maintain a background security clearance.

**\*Shift flexibility is a must as hours of work may vary on an as required basis.**

In addition to your cover letter and resume please attach a separate Word or PDF document answering the following four questions: 1) What interests you in working at the NWPD. 2) Why do you want this position? 3) How does this position fit into your career plans? 4) What do you enjoy most about your current (or last) position? What do/did you enjoy the least?

Apply by sending your resume and cover letter quoting competition **#19-P11**, by **August 21, 2019** to the New Westminister Police Department via email at [hr@nwpolice.org](mailto:hr@nwpolice.org).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The New Westminister Police Department is committed to employment equity.*

*We welcome diversity and encourage applications from all qualified individuals*