



New Westminister Police Department

VAU COORDINATOR Competition #22-P11

DEPARTMENT:	Victim Services Unit	STATUS:	Temporary Full Time up to 18 months
NO. OF POSITIONS:	1	UNION:	CUPE
HOURS OF WORK:	35 hours per week	SALARY:	\$63,845 - \$75,167

We are seeking a qualified individual to assume the role of Victim Assistance Unit Coordinator with the New Westminister Police Department on a temporary full-time basis. This is specialized work in coordinating a program providing immediate and follow-up services to crime and trauma victims and witnesses. You will be involved with recruiting and training staff and a large volunteer force, scheduling; providing guidance and assistance to staff and volunteers; supervising and monitoring work performance of staff and volunteers; as well as resolving conflicts among volunteers and staff. You will also provide direct service delivery to crime and trauma victims and witnesses, and liaise with a variety of contacts on program related matters. You will be required to prepare and maintain a variety of records, reports and correspondence, and perform related work as required.

Requirements include:

- Completion of a two-year diploma in the field of social services, plus considerable related experience in victim services in a supervisory/coordinator capacity. An equivalent combination of training and experience as acceptable to the employer may be considered.
- Completion of supervisory courses is considered an asset.
- Considerable knowledge of program objectives, policies and procedures and of the services provided to victims and witnesses of crime and trauma.
- Awareness of the rules and procedures with respect to handling confidential information.
- Considerable knowledge of crisis intervention practices and techniques related to the work performed.
- Sound knowledge of services available through community agencies and organizations.
- Working knowledge of court and police procedures as they relate to the work performed.
- Ability to effectively assess risk, provide direct crisis intervention and follow-up services to victims and witnesses of crime, trauma and family problems.
- Considerable knowledge of methods and practices for supervising, motivating and directing staff and volunteers.
- Ability to provide instruction, guidance, training and assistance to volunteers and staff.
- Ability to monitor the work of others, identify deficiencies, and recommend remedial or corrective action.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to communicate effectively, both orally and in writing, and to prepare a variety of reports, presentations and correspondence related to the work.
- Valid BC Driver's License.
- The successful candidate must be able to pass and maintain a background security clearance.
- Ability to work on-call, carry a work cell phone and receive work phone calls afterhours.
- Willingness to partner with and work alongside police officers.

Apply by sending your resume and cover letter, quoting **competition #22-P11**, by **September 2, 2022** to the New Westminister Police Department via email at hr@nwpolice.org.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminister is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on. We thank all applicants for their interest and advise that only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada.