

# Cowichan Women Against Violence Society

EMPLOYMENT OPPORTUNITY

**Posting Number:** Internal/ External 2024-05

**Posting Date:** March 7, 2024, **Closing Date:** When the right candidate is found.

**Position:** Police Based Victim Services Coordinator

**Reporting Relationship:** Reports Program and HR Director

**Hours:** Monday to Friday 9:00am to 6:00pm, subject to change.

**Location:** RCMP Office

**Start Date:** Immediate

**Hourly Wage:** $34.00 to $36.00 per hour. This is a benefitted position after the probationary period.

The RCMP Victim Services Coordinator is responsible for overseeing the RCMP Victim Services staff and delivering comprehensive services for victims of crime and trauma in the North Cowichan/Duncan, Shawnigan Lake, and Lake Cowichan policing regions. The role involves creating a strong team morale, fostering positive and sustained relationships within the RCMP and the CWAV Agency, and maintaining a client case load in a hybrid position.

**Leadership:**

* Assumes highest level of accountability within the program.
* Models and supports the evolution of the vision for CWAV Society.
* Promotes a servant leadership practice that reflects values of CWAVS:
* Shared, appropriately exercised leadership.
* Equity and an analysis of power
* Collaborative decision-making
* Transparency and confidentiality
* Develop and motivate staff, building an engaged and employee-centric culture.
* Understands anti-racism practices, builds inclusion, and embraces diversity.
* Understands and incorporates trauma informed practices.
* Supervise and evaluate program staff, including and not limited to:
* Hiring
* Performance Coaching and Management
* Training
* Human Resources Matters
* Succession Planning and Cross-training
* Oversees and supports needed training and is involved in recommendations re: performance for staff.
* Ensures detachment members utilize the program and provides updates to police officers on program goals and delivery.
* Liaises with detachment commander or designate to align program operations with E Division, provincial, and local policies, reporting any issues.
* Plan and facilitate team meetings.
* Submits monthly Board Reports to the ED and PHRD.
* Engages in community awareness and partnerships with other agencies and stakeholders.
* Acts as a go-to resource for complex client and staff situations
* Ensures requested access to professional clinical counselling to support self and team as needed.

**Operations & Planning:**

* Ensures proper administration of record-keeping and service delivery obligations, including program budget, financial and operating areas, in compliance with legal and contractual obligations.
* Effectively assigns and delegate’s work.
* Ensures compliance with all contracts, meeting reporting requirements and deadlines.
* Facilitates communication and statistical information flow between the detachment and agency.
* Collaborates on MOUs for partnering programs and referral enhancements, fostering collaboration for client supports.
* Works inclusively and collaboratively as a bridge between CWAVS programming/agency and the RCMP VS team.

**Professional and Legal:**

* Understands the Societies Act, ensuring compliance with provincial statutes and regulations, collective agreements, by-laws, Board policies, and agency policies.
* Engages in regular personal professional development through workshops, conferences, and professional journals.
* Maintains conduct to safeguard police security clearance.

**Education:**

* University Degree or an equivalent combination of training and experience in the field of social sciences including sociology, psychology, criminology, or a related discipline. Introduction to Trauma-Informed practice preferred as well as any additional training and experience in crisis intervention.

**Other requirements:**

* Ability to obtain and maintain an RCMP Enhanced Security Clearance
* Must possess a valid class 5 BC driver’s license, in good standing.
* Trauma-Informed Practice Education
* Crisis Intervention Training
* Ability to work collaboratively between Cowichan Women Against Violence Society and the RCMP to deliver the best support possible.

**Other:**

* Takes individual responsibility to contribute to a positive work environment.
* Refers clients to the agency as appropriate.
* Ensures timely client contact in line with program guidelines.
* Monitors program files to ensure appropriate, timely, and well-documented actions.
* Establishes and maintains an up-to-date resource list.
* Provides crisis intervention and victim support services when personnel availability permits.

**CWAVS is committed to upholding the values of equity, diversity, and inclusion. In pursuit of our values, CWAVS encourages applications from BIPOC, persons with disabilities, people of all sexual orientations, and gender identities. We are seeking applicants who will work respectfully and constructively with differences and across all levels of power.**

**All individuals who would contribute to the further diversification of our organization are encouraged to apply.**

Please send your resume along with a cover letter telling us a bit about yourself and with details about your availability (as per above info) to cwav@cwav.org. Please quote the posting number in your cover letter.

Only short-listed applicants will be contacted.