



MOOSE JAW POLICE SERVICE

JOB POSTING

POSITION: Victim Services Coordinator (Moose Jaw and District)
POSTING DATE: April 27th, 2021 at 16:00 hours for a period of 14 days
POSTING CLOSES: 11th May , 2021 at 16:00 hours
EFFECTIVE DATE: TBD

PLEASE REFER TO THE ATTACHED JOB DESCRIPTION AND COMPETENCIES for position details.

Questions regarding this position, please contact Superintendent Taylor Mickleborough at tmickleborough@mjpolice.ca

QUALIFICATIONS:

EDUCATION:

- Bachelor's Degree in Social Sciences or a related field; or a Diploma or Certificate in Justice, Victims Services Coordination, etc. with applicable experience. Equivalent combinations of education and experience will be considered.

PREREQUISITES:

- Must qualify for CPIC clearance and meet Police Service security and integrity requirements. As well, will be subject to security clearances set out in the Transfer Agreement between the Ministry of Justice and the Moose Jaw Police Service.
- Must undertake the role of Primary Handler for the Justice Facility Dog for the duration of employment.
- Valid Class 5 Driver's License.
- Proven clear and effective oral and written communication skills; fluent in spoken English.
- Demonstrated ability to coordinate, train and develop volunteers and staff.
- Proven interpersonal skills.
- Ability to work some weekends and evenings when necessary and directed by supervisors.
- Proficient in coordinating a variety of responsibilities while working under many simultaneous deadlines.
- Proven reliability in being able to display good judgment concerning confidential matters.

SALARY:

Job Group (unspecified) \$38.95/Hour

* **To apply, please submit an expression of interest to Superintendent Taylor Mickleborough at tmickleborough@mjpolice.ca**



MOOSE JAW POLICE SERVICE

Position Description

Community Services Unit

Victim Services – Coordinator

Full-time

Function:

To provide victim services in the city of Moose Jaw and the surrounding district served by Moose Jaw RCMP detachment. Provide basic services to victims of crime and traumatic events including crisis intervention, information, advocacy, support and referrals as well as court related assistance.

Coordinates and supervises all staff and volunteers in the Victim Services Program and area served to ensure the goals and objectives of the program are met.

Accountability:

The Victim Services Coordinator is accountable to the Staff Sergeant responsible for the Community Programs and Safety Unit.

Primary Tasks:

Ensure the management and coordination of recruiting, hiring, retention, and training of volunteers and staff for the Victim Services program. Also, recruit, train and supervise volunteers for other areas of the Service and the Moose Jaw RCMP Detachment, as required.

Manages, supervises, and coordinates work schedules and assignments for Victim Services volunteers and staff. As well, prepares Career Development Assessments of program personnel, as may be required by Program supervisors.

Manages and supervises service delivery activities; organizes casework, conferences, workshops, and open houses.

Establishes and maintains a liaison with community-based organizations, and maintains a close working relationship with Ministry of Justice, Victims Services Branch.

Prepares and submits all Ministry of Justice reports, including but not limited to; Victims Compensation requests, Victim Impact Statements/Restitution documents, for Summary of incidents, budget reports, statistical reports as per fulfillment of Agreement between Ministry of Justice and Moose Jaw Police Service.

Submit Victim Request Information to Corrections when requested and permitted.

Must undertake the role of Primary Handler for the Justice Facility Dog for the duration of their employment. Which includes: attend and complete all training necessary to handle the dog, consistent contact with PADS training Centre (Burnaby, B.C.) staff, provide grooming, adhere to proper feeding schedule, attend and obtain dog food and essentials when needed, provide encouragement and practice commands daily and give breaks when necessary to the dog, attend all necessary and annual vet appointments, deployment of dog for victim forensic interviews and victim/crown witness court cases, conveyance to work and home, have a suitable environment at home for the dog and house the dog for the duration of the dogs career, presentations with the dog to educate community/groups etc., network with other facility dog handlers within the province to stay up to date on best practices. Work with Secondary handler to ensure the dog is being shared, deployed and cared for effectively. All other duties related to the proper handling, care and deployment of dog for the duration of the dog's career.

As the program supervisor, the Coordinator attends all necessary in house meetings, etc. to share new, or relevant information regarding the Victim Services program, Victims' rights, needs, and services and is communicated to Moose Jaw Police Service personnel, Moose Jaw RCMP Detachment personnel, Victim Services volunteers/staff and community-based social service agencies.

Provides direct personal assistance and support to victims and/or staff, especially in difficult or sensitive cases.

Must attend and complete all training as required and assignments as directed.

Position Competencies:

Critical:

Knowledge & Experience: Considerable knowledge of, and experience related to volunteer personnel; knowledge and experience relative to Victim Services legislation and procedures, a clear knowledge and related skills to deliver services in a Trauma Informed manner.

Communication: Ability to express orally, ideas or concepts clearly and effectively in individual and group situations; effectively discuss and seek out best course of action; listen attentively to obtain information; expresses written ideas, concepts, plans, and factual information clearly in proper grammatical form.

Sensitivity: Considers the feelings and needs of others. Demonstrates genuine caring and empathy towards victims.

Service Orientation: Understands and responds to the dynamics between various stakeholders within the community; relates and compares information from different sources, identifies issues, obtains relevant information and identifies relationships; develops logical courses of action to solve problems.

Flexibility: Modifies behavior to reach goals when obstructed by the attitudes, beliefs, opinions, or behavior of another person or persons. Manage volunteers effectively.

Leadership: Utilizes appropriate interpersonal styles and methods in guiding volunteers, individuals or groups toward task accomplishment.

Planning and Organizational Skills: Establishes priorities and course of action by using resources and time efficiently; determines appropriate courses of action for self and others to accomplish a specific task in a timely manner.

Action Management: Identifies changes required to enhance the Victim Service program with organizational effectiveness and efficiency in partnership with other stakeholders.

Important:

Judgment: Able to make decisions which are based on logical assumptions, fairness and which reflect factual information.

Work standards: Sets high goals or standards of performance for self and the volunteers/staff in the Victim Services program; addresses unsatisfactory performance.

Cooperation: Works willingly and constructively with volunteers, colleagues and supervisors in a team environment; relates to Police Service and RCMP personnel and the community in obtaining their cooperation; and acts considerately of others and their opinions.

Reliability: Dependable, hardworking and diligent. Works well with little or no supervision.

Adaptability: Maintains effectiveness when working in varying environments, or on changing or new tasks.

Position Qualifications:

Education:

Bachelor's Degree in Social Sciences or a related field; or a Diploma or Certificate in Justice, Victims Services Coordination, etc. with applicable experience. Equivalent combinations of education and experience will be considered.

Prerequisites:

Security: Must qualify for CPIC clearance and meet Police Service and RCMP security requirements. As well, will be subject to security clearances set out in the Transfer Agreement between the Ministry of Justice and the Moose Jaw Police Service.

Valid Class 5 Saskatchewan Driver's License.

Fluent in written and spoken English.

Demonstrated team-building capability.

Proven good written and oral communication skills.

Demonstrated ability to coordinate, train and develop volunteers and staff.

Proven interpersonal skills.

Ability to work some weekends and evenings when necessary and directed by supervisors.

Desired:

Proven management, supervisory and administrative skills.

Proven ability to recruit volunteers.

Experience in victim service and/or police services.

Personal and organizational development skills.

Working knowledge of a second language.

Willing and motivated to learn.