

VICTIM SERVICES UNIT CASEWORKER (PART-TIME)

CAMROSE POLICE SERVICE

An Equal Opportunity Employer

The City of Camrose Police Service is seeking two (2) highly motivated, energetic and reliable individuals to fill the role of Victim Services Unit Caseworker. Reporting to the Victim Service Unit Program Manager, these positions will be responsible for implementing, coordinating and directing a program that provides immediate and follow-up assistance to witnesses and victims of crime and trauma.

These are part-time positions (0.4 FTE).

FUNCTIONS/DUTIES (but not limited to):

- Assist in the communication of the Unit's Mission, Objectives and Values to staff and public.
- Assists in development and delivery of educational and awareness material to residents within the jurisdiction promoting the program and police service.
- Compliance with unit policy and procedures and recommend changes to ensure operational efficiency.
- Conduct client centered needs assessments, case conferences and case management.
- Complete referrals and case work, ensuring supported outcomes.
- Contribute semi- annual and annual performance appraisals.
- Assis in the hiring and onboarding of volunteer advocates.
- Provide advice and assistance to the general public via all means of communication.
- Assist in the monthly on-call schedule.
- Assist in the coordination and planning of community engagement sessions.
- Become trained and operational on PROS and review and approve tasks.
- Operate computer/word processor for compiling memos and reports, statements, court briefs and various other forms.
- All other relevant duties as assigned.

QUALIFICATIONS:

- Minimum of two (2) years of post-secondary education in Health, Human Services, Behavioral Sciences, Social Sciences, Community Services or another related field.
- Two (2) years related work experience. *Equivalencies of a combination of education and directly related experience may be considered to meet the minimum requirements.*
- Working knowledge of the Canadian Criminal Justice System.
- Experience engaging and collaborating with other community partners.
- Ability to work independently with the ability to adapt quickly to change.
- Demonstrated understanding of trauma informed principles and how to apply them.
- Willingness to complete online Victim Services training (AVS-100 or equivalent) & Trauma-Informed practices.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Consent to an Enhanced Security Clearance.
- Must possess a valid Class 5 Alberta's Driver's license.

HOURS OF WORK: These are part-time positions (0.4 FTE). The hours of work will generally equal 16 per week. Hours of work are typically 8:00 a.m. to 4:30 p.m. This position may be required to work non-traditional work hours including the ability to respond to crisis/trauma incidents evening/weekends and /or participate as a staff member/team lead of the on-call crisis response schedule.

ANNUAL SALARY: The starting salary for these positions will be established based on qualifications and experience of the successful candidates.

APPLICATIONS: Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by February 28, 2024 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

CONTACT:

City of Camrose - Attention: Victim Services Unit Program Manager
Mailing Address: 6220 48 Avenue Camrose, AB T4V 0K6
E: hr@camrose.ca | W: www.camrosepoliceservice.ca