

VICTIM SERVICES ASSISTANT (Contract Position)

The City of Campbell River is seeking a **Victim Services Assistant** to join their Police Services Team.

Naturally, Campbell River – Located on Vancouver Island, surrounded by the ocean and majestic *mountains*, the City of Campbell River offers a rare combination of a welcoming small-town feel with large-city amenities. From summer markets and street events to an active arts and culture community to year-round, world-class recreational opportunities, the Campbell River lifestyle is unparalleled. We are a 45-minute drive from the winter and summer activities of Mount Washington, and just minutes from more than 100 km of all levels of mountain biking and hiking trails, plus easy access to the ocean, rivers and lakes for sports fishing, kayaking, paddle boarding and whale watching.

The role - Reporting to the Police Services Supervisor and working directly under the supervision of the Victim Services Coordinator, the Victim Services Assistant provides administrative support to the Victim Services Program, which provides crisis intervention and immediate and follow-up assistance to victims and witnesses of crime and trauma. The Victim Services Assistant also performs crisis intervention work, including after-hour call-outs, and coordinates with other community and social agencies on matters related to program delivery. Flexibility in scheduling work hours will be involved in this position. The Victim Services Assistant is expected to work with minimal supervision and adjust shifts according to evening and weekend meetings, conferences, and training seminars. Attendance at after-hour call-outs is a requirement of this position. This position is exempt from the provisions of the City of Campbell River/C.U.P.E. Local 401 Collective Agreement and is employed as a one (1) year leave contract position. The Victim Services Assistant is expected to supply their own vehicle on the job within the contract allowance.

Our ideal candidate will have:

- One-year previous experience as a volunteer working with victims of crime, or an assessable equivalent in education, training and experience working in victim services/crisis intervention.
- Must possess and maintain a valid BC driver's licence as per City policy.
- Must achieve and maintain RCMP Reliability Security Screening.
- Have a minimum of three years' experience (within the last seven years) in a social service environment.

The current rate of pay for this contract position is **\$29.79 per hour** based on a 30 hour work week. Please see the attached for a detailed job description that lists all the necessary qualifications.

For more information on this opportunity and to view a detailed job description that lists all the duties and necessary qualifications for this position, please visit www.campbellriver.ca/employment. Please include verification of your education and certifications with your application.

This posting closes on Sunday, March 17, 2024.

Please send your resume with covering letter, quoting **Competition EXT-24-025** to:



Email: careers@campbellriver.ca

Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7

We thank all applicants, however, only those selected for interviews will be contacted.