



Northern Shuswap
Tribal Council

Job Description

Title: **Aboriginal Victim Services Coordinator (Full Time)**

Reports To: *Executive Director*

Job Summary

The Aboriginal Victim Services Coordinator (AVSC) position is responsible for carrying out and facilitating the AVS program in accordance with the vision, objectives, mandate of funder, and in conjunction with the governing body. The AVSC organizes and delivers the program for Aboriginal victims (all age and gender) of assault and/or abuse relating to spousal, sexual and other serious related crimes. This position facilitates supports to these victims of crime, ensuring immediate needs are met; assisting victims and witnesses with court processes, referring to appropriate agencies and participating in the restorative justice process.

Duties and Responsibilities

A: Administrative and Service Delivery;

1. Administers efficient and effective day-to-day operations of the victim services program.
2. Maintains budget and financial statements in support of the program reporting requirements.
3. Coordinates program administration; office procedures, client and volunteer file maintenance, statistical collection and creating reports for external agencies.
4. Receives referrals; victim assistance from Crown Counsel, other Justice system personnel, victims services programs, community/social services agencies, and self-referrals.
5. Preparation support for victims and witnesses testimony, including orientation to the court process through accompaniment to non-related court hearings and pre-trial (or preliminary hearing) visits to observe court proceedings, meet court staff and become familiar with court facilities.
6. Attends court and Crown Counsel interviews with victims/witnesses to provide ongoing info and support.
7. Assists with completion of forms, victim impact statements, crime victim assistance program, as requested.

B: Training Development;

1. Develops and/or works in collaboration with other agencies in development of a training program.
2. Advertises for participants, interviews and selects appropriate trainees.
3. Creates a training program, provides feedback and developmental assistance, and evaluation process.

C: Community Development;

1. Develops relationships with other community organizations to understand and locate resources and provide justice system advocacy.
2. Negotiates protocol agreements (social, justice and other victim service agencies and programs).
3. Develops and gives presentations to community groups to expand program and service awareness.
4. Other duties as assigned or required.

Qualifications

A: Education;

1. Degree – or, enrolled in Social Work, Social Sciences, Justice Studies, Victim Services Certification [completed, or in-progress].
2. Negotiation Levels I and II (and/or Conflict Resolution Certification)

**(Consideration will be given to individuals with a combination of education and directly related experience).*

B: Competencies;

The Aboriginal Victim Services Coordinator should demonstrate competence in some, or all, of the following:

1. Appreciation and knowledge of Secwepemc Culture will definitely be considered an asset.
2. Relationship Building
3. Respect for Others
4. Influence, and Impact Assessment
5. Critical/Confidential Information Communications
6. Commitment delivery and follow-through.
7. Stress Management
8. Analytical Thinking

C: Skills & Abilities;

1. Ability to work independently; self-directing and self-motivated.
2. Ability to build effective interpersonal relationships.
3. Knowledge of the Criminal Justice System, Community Resources, and Victim Services.
4. Ability to liaise with other criminal justice system personnel (police, court services, probation, etc.), victim services programs, and other social/health agencies.
5. Ability to assess and identify needs of others through strong listening skills.
6. Ability to respond compassionately to individuals in crisis and/or under stress.

D: Experience;

1. Five years or more of work experience in the Social and/or Justice System field, preferably in the victim services, or social services sector within First Nation groups.
2. Strong human resources background.

Conditions of Employment**A: Working Conditions;**

1. Travel in this position is required within the Williams Lake RCMP detachment area.
2. Non-standard hours of work.
3. Responds to rare 'after hours' or emergency calls – may be classified as "on call" per company policy.
4. Receives minimal supervision with occasional direction and review of work performed.
 - i. Must be able to obtain and maintain a Criminal Records Check.
 - ii. Must be able to maintain a valid BC Drivers' License.
 - iii. Must possess a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements.

B: General Category;

- Functions within a team environment and is flexible about peripheries and functions of the job.
- Maintains open and professional communications with co-workers, board members, and all others who do business with the NSTC or member communities.
- Meets all internal and external deadlines.
- Travels as required as per job requirements.
- Serves on committees and/or working groups as per direction of Executive Director.
- Takes initiative to identify upgrading of personal skills necessary to perform job duties.
- Successfully completes any training requirements undertaken at discretion of Executive Director.
- Recognizes and respects all cultural diversity, having a clear understanding of Aboriginal culture.

Position Classification - Salary Grid Level 6

APPLICATION DEADLINE: Wednesday October 11th (no later than 4:00pm)

APPLICATION PROCEDURE

Please submit your Resumé and Cover Letter, along with Application Form, [by email administration@nstq.org](mailto:administration@nstq.org), or by fax 250-392-6158, or by [post/mail or by hand delivery](#) – directed to Bonnie Slack (Operations Coordinator) at: Northern Shuswap Tribal Council, 17 South First Avenue, Williams Lake, BC, V2G 1H4