



Community-Based Victim Services Worker

Regular Part-Time

Vernon, BC

Posting: #2025-002
Hours of work: 21 hours per week; Monday-Wednesday or based on program need
Start date: As soon as possible
Grid level: 13
Wage Range \$30.00-\$33.00/hour, in accordance with the Collective Agreement
Submission deadline: Posted until filled
Submit resume to: Hr@archwaysociety.ca

At Archway Society for Domestic Peace, we are committed to the empowerment of women, children and families in our community. We are a values-based organization with a shared sense of belonging, working collaboratively to cultivate a safe space that respects and supports the traditions, rights, choices and voices of all staff and clients.

We invest in our people – we offer competitive wages, an employer paid extended health and dental plan, and a defined benefits pension plan. We are committed to the personal and professional development of our team via on-going training, clinical support, an employee wellness program and an Employee Family Assistance program for all staff.

Summary of the role:

As the Victim Services Worker you will provide services and information to victims of power-based crimes, assisting them to navigate the criminal justice, family law and other systems. You will assess each referral and apply the appropriate response within the relevant policies and procedures, while ensuring that victims of crime are given opportunities to address the effects of the crimes committed against them.

For a detailed job description, please visit www.archwaysociety.ca/career-opportunities

Qualifications:

Education, Training and Experience

- A diploma in the social services field.
- Two years recent related experience.

An equivalent combination of relevant education, training and experience will be considered.

Knowledge, Skills & Abilities

- Demonstrated knowledge and experience of the criminal and family justice, health and child welfare systems, and dynamics of violence against women.

- Knowledge of relevant legislation including Victims of Crime Act, Child, Family, Community Services Act, Personal Information Privacy Act, and Infants Act.
- Excellent organizational skills.
- Excellent oral, written and interpersonal communication skills.
- Demonstrated critical thinking and problem-solving skills with complex cases and good professional judgement.
- A high level of tact, diplomacy and professionalism.
- Adherence to privacy legislation and policy.
- Proficient in computer applications, including Microsoft Office.

Key Responsibilities and Duties:

- Provides trauma-informed response and direct service to victims of crime including assessment of needs, navigation of the criminal justice, family law, health, child welfare and other systems.
- Assists in triaging referrals; uses professional judgement to assess immediate needs in order to provide emotional and practical support to clients.
- Works closely with internal stakeholders and referring agencies to coordinate service for victims of crime.
- Provides navigation of the criminal justice, family law, health, child welfare and other systems. Provides court preparation, accompaniment and support. Ensures victims are informed of their rights under the *Victims of Crime Act* and other relevant legislation.
- Maintains client records and appropriate documentation according to Records Management Guidelines and agency policy. Ensures client records are securely stored. Ensures all required documentation is complete and accurate.
- Ensures that personal safety of self is at the forefront in delivery of services. Communicates promptly with the Programs Manager regarding any personal safety concerns.

Additional Job Requirements:

- Criminal Records Check
- Membership with the BC Government and Service Employees' Union
- A valid Driver's license and availability of personal vehicle for work purposes
- An Accredited Facility Dog works in Oak Child and Youth Advocacy Centre

For a complete listing of qualifications and responsibilities please visit our website at www.archwaysociety.ca

Resumes from qualified candidates who identify as First Nations, Metis, Inuk, Black, trans, a person with a disability, or an individual from other equity seeking groups are encouraged to apply.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting **Competition #2025-002**