



Haida Gwaii Society for Community Peace  
Tlaa Juuhldaa Naay Transition House  
*Place of Change*

2132 Collison Avenue, PO Box 811, Masset, BC V0T 1M0 Phone: (250) 626-4664 Fax: (250) 626-4662 www.hgscpeace.ca

<b>Job Title:</b>	Victim Services Program Coordinator	<b>Reports To:</b>	Executive Director
<b>Location</b>	Masset, BC	<b>Position Type:</b>	Permanent part-time
<b>Level/Salary Range:</b>	Classification: Victim Service Worker (JJEP Grid Level 11) <b>\$27.54 – \$31.61 / hour</b>	<b>Position Hours:</b>	19.5 hours/week (0.488 FTE) 4 days/week, schedule to be determined
<b>Date Posted:</b>	February 18, 2025	<b>Posting Expires:</b>	April 15, 2025
<b>Applications Accepted By:</b>			
<b>FAX OR E-MAIL:</b> (250) 626-4662 or <a href="mailto:ed@hgscp.ca">ed@hgscp.ca</a> Subject Line: Victim Service Program Coordinator position <b>Attention:</b> Executive Director		<b>MAIL:</b> Box 811 2132 Collison Avenue Masset, BC V0T 1M0	
<b>Job Summary:</b> To coordinate services to victims of crime of all ages, this includes victims of crime who report to police as well as those who choose not to report. This position provides justice related services to those who have been victimized by power-based crimes including but not limited to family violence, including violence in relationships, adult sexual assault, criminal harassment (i.e. stalking), anti-racism, hate based crime and child assault/abuse (both physical and sexual). This position is required to use their vehicle in the performance of their duties.			
<b>ROLE AND RESPONSIBILITIES</b> <ul style="list-style-type: none"> <li>• Provide emotional support specific to the unique concerns and needs of victims. This may include supporting and preparing victims for the criminal court process by outlining what is to be expected in court including the roles of key parties. Assist victims to engage with justice system personnel.</li> <li>• Develop and maintain a network with criminal justice system personnel including police, Crown counsel, court services, corrections and other community agencies including hospitals, and family justice resources.</li> </ul>			



- Provide information and offer training about the justice system & crime prevention in order to help victims avoid re-victimization, lessen the impact of the crime and assist in their recovery.
- Develop a safety plan for all new clients unique to their victimization. Ensure that client's safety plans are up to date and relevant for all intended court proceedings.
- Increase the victim's level of participation and sense of empowerment while participating in the criminal justice system so as to increase the effectiveness and comfort of victims while acting as a witness in court proceedings.
- Provide critical incident response: defusing, stabilization, liaison between victim and emergency personnel.
- Provide practical assistance in completing forms and victim impact statements.
- Provide emotional and practical support in Family Court Matters such as obtaining protection orders, information about court proceedings and information on peace bonds and protection orders.
- Assess the need of victims for other longer-term services and when appropriate refer the victim to relevant services or community agencies.
- Make yourself available to decrease the trauma of secondary victims.
- Adhere to the Provincial Referral Policy for Victims of Power Based Crimes as well as the Victims of Crime Act.
- Maintain an appropriate individual client information recording system.
- Prepare statistics and reports as required.
- Provide accompaniment and/or transportation to police, Crown Counsel, court, medical services, and hospital when appropriate.
- Assists victims with accessing shelter, housing, financial assistance and/or social services.
- Host victim-related events and provide public education programs around the issues of criminal victimization and victim services.
- Inform other community services about services available to victims of crime.
- Liaise with the Executive Director of the Society and provide written reports bi-yearly to the Board of Directors
- Monitor and maintain the approved program budget.
- Participate in the HGSCP staff meetings and the on-going development of your programs records, policy, and procedures within the Society.



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#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Two years' recent related experience, or an equivalent combination of education, training, and experience.
- Diploma in a related human / social service field is required.
- Effective communication skills, both written and oral.
- Computer skills (Word, Excel, email, and online data entry)
- Works well in team environments as well as independently (self-motivated and well-organized)
- Knowledge of First Nations culture and Masset communities is an asset.
- Knowledge of court proceedings, victim rights, and the Family Act is expected.
- This position is dependent on a clear Criminal Records Check (Vulnerable Sector).

#### PREFERRED SKILLS

- Demonstrated excellence in counselling skills, including individual and group counselling.
- Familiarity with Stopping the Violence program standards, relevant legislation, and community resources.
- Non-profit and/or women's organization experience
- Personal qualities of respect, appreciation for culturally diverse clients, volunteers, staff, donors, and the larger community. Aware of and willingness to work on personal issues as they arise.
- Involved with Interagency Case Assessment Team (ICAT), coordination and planning.
- Ability to foster team participation and contribute to the goals and activities of the Haida Gwaii Society for Community Peace.
- Ability to make decisions based on sound judgment.

Reviewed By:	CSSEA, BCGEU, HGSCP Board of Directors	Date:	May 6, 2021
Approved By:	HGSCP Board of Directors, CSSEA, BCGEU	Date:	May 6, 2021
Last Updated By:	Executive Assistant	Date/Time:	February 18, 2025