



Prince George Native Friendship Centre

Our people make a difference in the community!

JOB DESCRIPTION

Job Title:	Victim Service Worker (Full time)
Department:	Health Services
Reporting to:	Native Healing Program Coordinator

SCOPE OF POSITION

The Victim Service Worker will lessen the impact of crime and trauma on victims and their families, and assist in their recovery. Increase victim safety, empower clients and encourage them to have a voice in Criminal Justice proceedings.

The Victim Service Worker responsibilities are:

Support:

- provide victims with emotional support using clinical and cultural approaches
- respect a client's choice to involve/not involve RCMP
- provide victims with information re: justice system, legislation, programs for victims of crime, crime prevention, safety planning, and other relevant resources
- provide victims with case specific information, or provide them with access to this information (status of police investigation, charges laid, protective orders, outcome of court appearances, custodial status of offender, length of sentence/parole)
- provide victims with information on witness orientation, courtroom etiquette and procedures

Assistance:

- assess the needs of victims for additional supports and/or services and make appropriate referrals to the community, government, justice, health, housing, etc
- assist victims in completing Crime Victim Assistance Program applications and Victim Impact Statements
- facilitate safety planning, including liaising with justice system personnel, the Victim Safety Unit and/or local community partnerships established to provide safety assessments

Accompaniment:

- in cases of serious crime, or vulnerable victims, accompany their visits to police, Crown Counsel or court

Community Relations:

- establish and maintain working relationships with all relevant organizations and groups to facilitate coordination of service, minimize duplication and maximize effective referrals across agencies

Referrals:

- refer victims to appropriate community service agencies for support that is not provided (ie. Counselling, assessment)

"Power of Friendship"

Other duties:

- participate in outside training and in-service, as approved by direct supervisor: Suicide Intervention, Mental Health First Aid-First Nations, and Crisis Prevention Institute training are requirements of this position
- attend all appropriate PGNFC meetings and activities
- work collaboratively with other NHC staff to provide a safe, healthy environment for each other and our clients
- other duties, as required

Other Duties:

- participating in outside training and/or in-service, as approved by direct supervisor;
- attending all appropriate PGNFC meetings, including staff meetings;
- participating in other PGNFC activities as directed; and
- other duties, as required.

Qualifications:

- Degree in Social Work, Child and Youth Care or Diploma plus two years related experience
- Class 5 Driver's License and willing to obtain a Class 4 Driver's License
- Certification in or willing to obtain: First Aid, Food Safe, Suicide Intervention, and Conflict Resolution
- Ability to undergo a successful criminal record search and MCFD pre-screening requirements.

Skills and Abilities

- Strong community and cultural connections
- Ability to work flexible hours on occasion
- Workshop facilitation skills
- Knowledge of restorative justice and healing
- Depression/suicide/mental health assessment training
- Trauma-informed practice
- Experience working in the anti-violence sector
- Ability to work independently with strong sense of focus, task-oriented, nonjudgmental, open-minded qualities, and a clear sense of boundaries
- Ability to work in a variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate
- Excellent written and verbal communication skills
- A strong sense of and respect for confidentiality involving both participant and fellow employees
- Ability to maintain professional boundaries with clients
- Ability to communicate proficiently both verbally and in writing
- Ability to work independently and as part of a team
- Proficient in Microsoft Office Applications

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