



EMPLOYMENT OPPORTUNITY

Job Title: Victim Assistance Support Team Member
Department: Lacombe Police Service

Job Status: **Part - time position**

JOB POSTING: **LPS2024-07**

Victim Assistance Support Team member provides assistance and support to the general public, members of the Lacombe Police Service and external agencies.

The Victim Assistance Support Team member operates in a team environment and you may be called upon to assist in all areas of dispatch, client and member support.

DUTIES AND RESPONSIBILITIES

- Provide immediate crisis intervention and emotional support to victims at the scene of a crime or trauma
- Accompany victims to interviews, court proceedings, and other appointments as needed
- Conduct needs assessments and develop safety plans for victims in collaboration with law enforcement officers
- Serve as a liaison between victims, law enforcement, and community agencies to ensure coordinated and comprehensive services
- Help develop, deliver and monitor training and education activities internally and externally including at trade shows, workshops and conferences regarding victim's issues, as well as community education and awareness.
- Alternate duties as assigned

QUALIFICATIONS AND SPECIAL REQUIREMENTS

- Diploma in social work, psychology, criminal justice, or a related field
- This position is a flexible work week with the possibility of day, evening and weekend shifts
- Must be able to maintain the RCMP reliability security requirements
- Must have knowledge of the Criminal Code and Provincial & Federal Statutes
- Must type 50 words per minute
- Exceptional communication skills, both verbal and written
- Demonstrate proficiency in a multi-tasking team-based environment
- Ability to respond courteously while dealing with the public and other staff members within a hectic environment
- Must have superior computer software skills and familiarity with working in a Windows environment
- Demonstrate the ability to maintain confidentiality when working with confidential subject matter.
- Previous experience working with victims of crime, trauma, or domestic violence preferred
- Valid driver's license and reliable transportation

Wage:

Part Time \$29.13- \$36.41 per hour depending on education and experience. If you see yourself excelling in this position, please forward your interest via email to Sgt. Nicole MARTIN – nmartin@lacombe.ca prior to October 25th, 2024.