



Employment Opportunity

We are inviting applications for a
Child and Youth Victim Services Coordinator Permanent Part-time

Posting: #2019-029
Posting date: October 15th 2019
Hours of work: 28 hours per week, Tuesday through Friday
Submission Deadline: Open until filled
Submit resume to: hr@archwaysociety.ca

Our Mission:

We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.

Our Vision:

We will have a strong team working in a well-resourced environment that supports the development and empowerment of women in our community. We will be a leader in ending abuse for everyone in the North Okanagan.

Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects. We strive to retain a grassroots atmosphere of women helping women. Our work environment is casual and based on a commitment to participatory and collaborative team work.

Job Summary:

The Child and Youth Victim Services Coordinator develops, implements and oversees the direct services to children and youth at the Oak Child and Youth Advocacy Centre of Archway Society for Domestic Peace. Provides direct service to child and youth victims of crime, assisting them to navigate the criminal justice and child welfare systems. Works closely with community partners to implement the advocacy centre model of service. Makes recommendations for program improvements, policies and procedures.

Qualifications: *Education, Training and Experience*

- Degree in Social Work or Child and Youth Care, with a child welfare specialization.
- Three years recent related experience, which includes providing direct service to children and youth victims of crime.
- One year supervisory experience.
- Knowledge of child development, family systems, impact of trauma on children and youth, the criminal justice, health and child welfare systems.
- Knowledge of relevant legislation including *Victims of Crime Act, Child, Family, Community Services Act, Personal Information Privacy Act, and Infants Act.*

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

Skills & Abilities

- Excellent oral, written and interpersonal communication skills.
- High level of critical thinking and professional judgement.
- Proven intake and needs assessment skills.
- Demonstrated ability to work effectively with and coordinate multi-disciplinary case management teams.
- Strong cultural competency and socially inclusive practice.
- Demonstrated ability to facilitate groups for children, youth, parents and families.
- A high level of tact, diplomacy and professionalism.
- A high level of discretion and adherence to privacy legislation and policy.
- Demonstrated ability to problem solve.
- Proficient in basic computer applications, including Microsoft Office.
- Excellent time and general management skills.
- Ideal characteristics for position include: articulate, personable, flexible, compassionate, tactful
- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing multiple demands and time pressure.
- Understanding of and demonstrated skills and ability to work from a feminist perspective.

Key Responsibilities and Duties:

1. Provides advocacy and victim services to children, youth and their non-offending caregivers from the time of a criminal or child protection report being made, through the process of giving a statement, investigation, medical intervention, safety planning and any court processes.
2. Builds effective relationships, liaises and consults with multi-disciplinary community partners, stakeholders and other professionals to coordinate service provision, facilitate referrals to the program and implement service to child and youth victims of crime. Oversees regular case management meetings with the multi-disciplinary team, tracking action items and responsibilities of team members.
3. Provides trauma-informed direct service to child and youth victims of crime including assessment of needs, navigation of the criminal justice, health and child welfare systems, court preparation and accompaniment. Ensure child and youth victims are informed of their rights under the *Victims of Crime Act*, *Child, Family and Community Service Act* and other relevant legislation. Advocates for service and facilitates the flow of communication between service providers and the client.
4. Participates in the evaluation of the Oak Child and Youth Advocacy Centre program. Formulates and reviews program policies and procedures, making recommendations to the Program Manager. Implements changes based on thorough evaluation.
5. Oversees the day-to-day operation of the program by ensuring that the necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met.
6. Participates in the recruitment, selection and supervision of program staff, volunteers and practicum students by performing duties such as screening applicants, participating on interview panels, making hiring recommendations, assigning work and participating in performance evaluations.
7. Monitors, authorizes and allocates expenditures within Oak Centre's operating budget and assists in the preparation of the budget. Prepares and maintains related documentation.
8. Coordinates a provincial network of child and youth victim services workers through quarterly teleconferences and regular communication.

9. Prepares regular evaluation reports on systemic and local issues for the Society, Oak Centre Leadership Committee and the BC Network of Child and Youth Advocacy Centres' Steering Committee.
10. Develops, collects and maintains Oak Centre statistics, reports, documentation and client records in compliance with Society records management policy and procedures.
11. Communicates with Society staff regarding the Child and Youth Advocacy Centre Program. Provides guidance to Society staff with respect to client service to child and youth victims of crime.
12. Represents the Oak Child and Youth Advocacy Centre, the Society and its philosophy positively and professionally in the community.
13. Provides presentations and public awareness about child abuse, child sexual assault and other crimes against children and youth and the services offered by Oak Centre.
14. Performs other related duties as required.

Additional Information

This position requires:

- A criminal record clearance for work with vulnerable persons.
- Membership with the BC Government and Service Employees' Union.
- A valid driver's license and availability of personal vehicle for work purposes.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting **Competition # 2019-029** in the subject line. While we appreciate all applications, only candidates selected for an interview will be contacted.