

External Employment Opportunity

We are inviting applications for a **Child and Youth Victim Services Coordinator**

Posting:	#2021-004
Posting date:	March 23, 2021
Hours of work:	28 hours per week (scheduled Tuesday-Friday)
Job title:	Child & Youth Victim Services Coordinator
Classification	BCGEU
Start date:	immediately
Submit resume to:	hr@archwaysociety.ca

About Archway Society:

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.

At Archway Society, our goal is to have a strong team working in a well-resourced environment that supports the development and empowerment of women, children and families in our community. Our strength comes from a collaborative environment working within a feminist framework that embodies healthy balanced teamwork.

Come join us! Create a better world, live a life with purpose, have an impact and join a team that supports and collaborates with you. Because people matter.

Job Summary:

Part-time (4 days/week)

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 Diploma in 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.*
- Demonstrated ability to work effectively with and coordinate multi-disciplinary case management teams.

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

Skills and 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.

Responsibilities and Duties:

1. Plans and develops the Oak Child and Youth Advocacy Centre program in consultation with the Program Manager. Plans and implements direct services to clients of the program.
2. Oversees and evaluates 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.
3. 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.
4. 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.
5. Monitors, authorizes and allocates expenditures within Oak Centre's operating budget and assists in the preparation of the budget. Prepares and maintains related documentation.
6. 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.

7. 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* and other relevant legislation. Advocates for service and facilitates the flow of communication between service providers and the client.
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 Provincial Child and Youth Advocacy Centre 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.

To Apply:

Please submit resume with cover letter to hr@archwaysociety.ca quoting **Competition # 2021-004** in subject line.

Please note that the selected candidate will require:

- A satisfactory Criminal Record Check for work with vulnerable persons.
- Membership with the BC Government and Service Employees` Union- BCGEU
- A valid driver's license, and availability of a personal vehicle in good operating condition for work purposes.