



## **Victim Services – Missing Person Liaison Full Time Position External Posting**

Under the direction and supervision of the Victim Services Coordinator, the successful candidate will provide support to families of missing persons by providing information, support, referral and advocacy. This is a full-time position, excluded from the CBA, with a set rotation of shifts/hours, flexible hours are required at times.

### **General duties include but are not limited to:**

- Serve as the Victim Services Unit's specialist on the needs of families of missing persons;
- Provide direct services and supports to families of missing persons. This includes emotional support, information, and referrals to other agencies and community resources;
- Works closely with police investigators to provide a coordinated response to families of missing persons;
- Work closely with the Unit's Indigenous Resource Officer in order to provide a culturally appropriate response to Indigenous families;
- Link with the missing Persons Liaisons in the other police services on developing consistent and appropriate practices, procedures, and training materials regarding supporting families of missing persons in Saskatchewan;
- Provide training, advice and guidance to other victim services programs in Saskatchewan on best practices for supporting families of missing persons;
- Provide outreach services to families of missing Indigenous women by working in conjunction with the Prince Albert Police Service Missing Persons Coordinator and other community agencies involved with missing Indigenous women cases, to ensure that appropriate cases of missing Indigenous women are identified, and families are contacted/offered services;
- Any other duties as required or assigned

### **Desired Qualifications Include:**

- Post-secondary education in human services or an appropriate combination of education and experience.
- Demonstrated commitment in working with victims or people in crisis.
- Have strong interpersonal, organizational and problem solving skills.
- Knowledge of and sensitivity to Indigenous (First Nation, Inuit, and/or Métis) traditions, cultures, practices, education and issues an asset.
- Ability to work in a team environment.
- Self-driven and ability to work within deadlines with minimal supervision.
- Ability to maintain confidentiality.

- Excellent verbal and written communication skills are essential.
- Positive attitude and commitment to team work.
- Ability to work flexible hours, including evenings and weekends as required.
- Ability to obtain and maintain security clearance.

This is an Out of Scope, Civilian position, with the Prince Albert Police Service. Hours of work are Monday to Friday, 8:30am to 5:00pm (8 hrs/day) with every third Friday off.

The Prince Albert Police Service is an equal opportunity employer.

**We thank all applicants, however, only candidates selected for an interview will be contacted.**

The application deadline for this position is at **4:00 p.m. on April 6, 2023**. Please submit a cover letter and resume to Finance and HR Manager, Angela Dumont.

**Email:** [adumont@papolice.ca](mailto:adumont@papolice.ca)

**Mail or in person:** Prince Albert Police Service - 45 15<sup>th</sup> Street West, Prince Albert, SK. S6V 3P4