



## **Assistant Coordinator and Administrative Assistant Prince Albert Police Service Victim Services – Full time Position**

The Victim Services Unit is a police-based program to assist victims of crime and traumatic events, through information, support, referral, and advocacy. As an integral part of the Victim Services team, this position assists the Coordinator in fulfilling the unit's objectives. This position splits its' duties as 60% Assistant Coordinator and 40% Administrative Assistant

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

- Initial and ongoing contact with victims of crime and traumatic events;
- Assist with recruitment and training of volunteers;
- Act as a liaison between the victims, the police service and the justice system;
- Attend meetings and workshops, make presentations to community organizations, agencies, and co-workers;
- Assist in promoting the unit and victim awareness through the media and community;
- Assist in training the volunteers and provide volunteer support;
- Compile monthly statistical information for reports
- Clerical responsibilities such as answering phones, dealing with walk-ins, filing, supplies inventory.
- Keeping resource material up-to-date
- Assisting victims with restitution forms, victim impact statements and compensation forms.
- Assist in event planning, training and special events.

### **Desired qualifications include:**

- Post-secondary education in a related field OR a combination of education, training and experience in a related field
- Skilled communicator, both written and verbal
- Ability to work with victims or people in crisis.
- Ability to build relationships with partner agencies and the community
- Strong interpersonal, organizational and problem solving skills
- Knowledge of and sensitivity to Indigenous peoples
- Ability to work in a team environment.
- Possession of a valid Class 5 driver's license
- Ability to clear a mandatory enhanced police security check

This is an Out of Scope, Civilian position, with the Prince Albert Police Service. Core hours of work are Monday to Friday, 8:30am to 5:00pm (30-minute unpaid lunch) with every third Friday off. The candidate may be required to work evenings and weekends on some occasions.

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 **10:00 am February 2, 2024**. 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:** City Police- 45 15<sup>th</sup> Street West, Prince Albert, SK. S6V 3P4