



Victim Services – Victim Services Coordinator Full Time Position

Job Title: Victim Services Coordinator - Prince Albert Police Service

Department: Prince Albert Police Service

of Positions: One

Reports To: Staff Sergeant in Charge of Support Services

Position Type: Permanent, Excluded from the CBA (Collective Bargaining Agreement)

Pay Scale: \$67,372 - \$70,998 annually

Position Overview:

The Prince Albert Police Service is seeking a compassionate and dedicated **Victim Services Coordinator** to provide basic services to victims of crime and traumatic events, including crisis intervention, information, support, referrals, and advocacy, as well as court related services.

The coordinator is responsible for the supervision of the staff and volunteers in the Victim Services Unit.

Key Responsibilities:

- Serve as the Victim Services Unit's Coordinator for victims of reported crime, victims of unreported crime; and at risk individuals.
- Offer compassionate listening and let the clients know they are heard.
- Have consistent contact with clients to provide updates, information, support and referral if necessary.
- Connect clients with other agencies to obtain appropriate support within the community.
- Inform clients of available agencies and what they are eligible for through Victims Compensation Program, Victim Impact Statement, and Victim Restitution.
- Provide up to date information on files and court proceedings.
- Provide court orientation and information about the criminal court process.
- Make referrals to the Victim/Witness Program according to policy.
- Empower clients by giving them the information needed to understand the criminal court process and the rights of a victim.
- Advise clients about provincial legislation and safety measures available related to interpersonal violence.
- Complete ODARA risk assessments and safety planning with victims of domestic violence;

- Supervise employees in the Victim Services Unit.
- Recruit and train volunteers.
- Maintain budgets and financials for the Victim Services Unit.
- Complete training as required.
- Any other duties as required or assigned.

Desired Qualifications Include:

- Post-secondary education in human services or an appropriate combination of education and experience;
- Proven experience supervising a team of four or more employees;
- 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. Due to the nature of role, flexibility in work hours shall be required.

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 pm. July 12, 2026**. Please submit a cover letter and resume to Finance and HR Manager, Angela Dumont.

Email: adumont@papolice.ca

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