



Victim Services Program Manager

OLIVER RCMP - Victim Services
Regular Part Time (16 hours per week)

The Town of Oliver's R.C.M.P. Detachment seeks a customer-oriented individual to join their department in the Victim Services Program Manager role. This position oversees the Detachment's victim services program, provides support services to victims, youth and families and liaises with R.C.M.P. members and a variety of government and community services in order to coordinate efforts. Responsibilities also include preparing and maintaining a variety of records, reports and correspondence, and assisting in the preparation and monitoring of an operational budget. The Victim Services Program Manager performs duties under minimal supervision and oversees the work of its volunteers as needed.

Necessary skills and qualifications include:

- Completion of Grade 12, supplemented by courses including sociology, psychology, criminology, conflict resolution, plus considerable related experience in a police environment, victim services program or an equivalent combination of training and experience;
- Significant knowledge of crisis intervention practices and techniques, services offered by community agencies and organizations, and of court and police procedures related to the work;
- Excellent written and verbal communication skills and the ability to establish and maintain effective working relationships;
- Previous supervisory and training experience;
- Ability to function well in high stress and emotionally charged situations;
- Ability to obtain and maintain an R.C.M.P. Enhanced Reliability Clearance;
- Possess and maintain a valid Class 5 BC driver's license or equivalent with an acceptable driving record.
- Sound working knowledge of Microsoft Office

The hourly wage for this position is \$26.47 plus vacation pay (subject to change). The hours of work may include nights and weekends. If your experience and education have prepared you for success in this role and you are committed to working in a manner that supports a respectful, healthy, and safe environment, we invite you to submit a cover letter, resume and current driver's abstract. Please note only complete applications will be considered.

Qualified applicants are invited to submit their applications until 4:00 p.m. January 19, 2018 to:

Town of Oliver
PO Box 638, 6150 Main Street
Oliver, BC, V0H 1T0
Phone: 250 485 6207
Fax: 250 498 4466
Email: dvaykovich@oliver.ca

We thank all applicants for their interest in working with the Town of Oliver and advise that only those candidates selected for interviews will be contacted.