



**Outer Gulf Islands RCMP Victim Services Program**  
**Program Coordinator (part time shared position, 40 hours/month)**  
**Salary determined by experience**

**Position Summary**

The primary responsibility of the Program Coordinator is to provide immediate and follow-up assistance to victims and witnesses of crime and/or trauma, including, but not limited to the following:

- Critical incident response
- Practical and emotional support
- Provide information and referrals to support organizations
- Criminal justice information and support including court preparation and accompaniment
- Safety Planning

The Program Coordinator is employed by Pender Islands Fire Protection Society (PIFPS) and supervised by the Outer Gulf Islands (OGI) RCMP Detachment Commander (NCO I/C); to implement and direct the program per the contract with the B.C. Ministry of Public Safety and Solicitor General.

**Duties & Responsibilities**

- Comprehensive knowledge and application of the following services and procedures related to the work performed, including, but not limited to the following:
  - Services available through community agencies and organizations
  - Maintaining all RCMP protocol and procedures
  - Police and criminal court procedures
  - Victim's rights under the *Victims of Crime Act*
- Communicate effectively and efficiently across the various service providers, RCMP officers, victims/witnesses and their families
- Assess client safety issues; identify needs and develop a safety plan
- Provide assistance with court preparation and justice system related forms
- Establish and maintain a sound working relationship with RCMP, PIFPS, Crown Counsel, Police Based Victim Services, Community Based Victim Services, and a variety of other community agencies

**Qualifications, Skills & Abilities**

- Ability to work in a self-directed manner with minimal supervision
- Demonstrate sound judgment and skill in high stress situations and critical incidents
- Exceptional verbal and written communication skills
- Strong project management, organization, time management and follow through skills
- Compassionate, patient, understanding, and flexible
- Proficiency in Outlook, Excel, Word, and Database management
- Maintain strict standards of confidentiality, ethics, and professional boundaries
- Related post-secondary education and/or combination of training, education, and experience

**Requirements:**

- Pass an RCMP Enhanced Reliability and Security Clearance, which could take up to 9 months
- Reside on Pender Island/remote work not an option
- Possess a valid BC Driver's License with safe driving record and access to a reliable vehicle
- Flexibility for call-out services (weekends, evenings etc.)
- Must be fully vaccinated for the COVID 19 virus unless there is a medical or religious exemption

**Please submit your resume and cover letter to: Victim Services Liaison, c/o Pender Island Fire Protection Society, 4423 Bedwell Harbour Road, Pender Island, BC V0N 2M1.**