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## Temporary Employment Opportunity

### Victim Services Worker

#### ABOUT US

The Lakeshore Regional Police Service is responsible for police service on the five First Nations – Kapawe’no First Nation, Sucker Creek First Nation, Driftpile Cree Nation, Swan River First Nation, and Sawridge First Nation. We work closely with these communities to prevent and solve crime, and to promote safety and protect their communities. We have full police officer authority as granted under the Alberta Police Act. Our members consist of a Chief of Police, two Inspectors, two Sergeants, ten Constable positions, and seven civilian employees. The Detachment is located off Hwy #2 on the Driftpile Cree Nation in northern Alberta.

The Lakeshore Regional Police Service strives to ensure its image and community profile remain second to none through community engagement and partnerships, and by ensuring members are extensively trained, committed, loyal and enthusiastic, and represent the "best of the best." We offer competitive salaries, excellent group insurance benefits, and a pension plan.

#### JOB SUMMARY

Work in collaboration with the five communities of Kapawe’no First Nation, Sucker Creek First Nation, Driftpile Cree Nation, Swan River First Nation, and Sawridge First Nation in providing support services, practical assistance, information, and referrals to clients who have been victims of crime. This position reports to the Inspector-Administration Officer.

#### DUTIES AND RESPONSIBILITIES

- Client intake including demographic information and providing victim service’s role and services offered
- Provides emotional support to clients who have been victims of crime through active listening, debriefing, and validating client’s emotions
- Assesses client’s need for other services
- Provides information and recommendations to clients on helping organizations and professionals such as community service agencies, counsellors, legal aid lawyers, physicians, and mental health services, and the Criminal Justice System
- Supports client’s interests and rights
- Liaises with the police and Crown Counsel for clients and obtaining information about client’s cases including case status and hearing dates
- Provides information to clients about police, legal, and medical systems in general and specific to their case
- Provides court support services such as explaining court processes and trial procedures and providing court orientation, information on court preparation, and court accompaniment
- Assists clients in completing legal forms such as Criminal Injury Compensation Applications and Victim Impact Statements
- Participates in public education to raise awareness of physical or sexual assault and/or abuse
- Maintains and provides statistics and reports regarding service delivery on a monthly, quarterly, and annual basis
- Other duties, as requested

#### QUALIFICATIONS

- Two years recent related experience or equivalent combination of education, training, and experience
- Knowledge and appreciation of the Cree people and Indigenous people across Canada

**SKILLS/KNOWLEDGE**

- Ability to function in a crisis setting
- Work well with others and self reliant
- Good communication, interpersonal skills, and organizational skills
- Experience in public speaking
- Computer literacy including knowledge of Microsoft Office programs

**CONDITIONS OF EMPLOYMENT**

- 12-months probationary period
- Clean Criminal Record; however, final approval will be made at the discretion of the Chief of Police
- Security clearance including vulnerable sector check/child intervention record check (CWIS)
- Sign and abide by an Oath of Allegiance and Office
- Valid Class 5 Driver's Licence

**SALARY:** Commensurate with experience

**LOCATION:** Lakeshore Regional Police Service Detachment, Driftpile, Alberta

**START DATE:** As soon as possible. This is a temporary position until August 1, 2022, with the possibility of ongoing employment.

**CLOSING DATE:** Tuesday, April 26, 2022

Please submit a resume including two supervisor references to:

Human Resources, Lakeshore Regional Police Service

Box 291, Driftpile, AB T0G 0V0

Email: [careers@lsrps.ca](mailto:careers@lsrps.ca) Fax: 587-749-0423

We thank all applicants; however, only those selected for an interview will be contacted.