



Victim Services of Brant

P.O. Box 1116, 344 Elgin Street, Brantford, Ontario N3T 5T3

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JOB POSTING: PART-TIME VICTIM SUPPORT WORKER (EVERY OTHER WEEKEND)

FT/PT: Part Time (Weekends and Holidays)
Hours of Work: 9:00 AM – 5:00 PM, Subject to Change
Location: In Person at 244 Elgin St, Brantford
Rate of Pay: \$20/Hour
Start Date: As Soon As Possible

ABOUT VICTIM SERVICES OF BRANT

Victim Services of Brant is a community based-agency that assist emergency services in providing accessible, confidential and client-centred support to victims of crime, tragic circumstances and disaster.

GENERAL RESPONSIBILITIES

Reporting to the Executive Director to provide back-up assistance to the Program Coordinator and the Court Support Worker and administrative duties as required.

SPECIFIC DUTIES

Responsibilities for VCAO-funded programs

- a) To monitor the monthly volunteer schedule and to fill shifts as required
- b) To review Brantford Police Service occurrence reports and to send Break & Enter letters as required.
- c) To provide client service, follow-up calls, and client case management as required
- d) To assist with client data entry and ensure that records and files are accurately maintained.

Responsibilities for other Court Funded programs

- a) To ensure all weekend and holiday Court Assistance Program records and files are accurately maintained.
- b) To provide documentation to the Victim Witness Assistance Program, ensuring the accuracy and reliability of information on the victim(s) involved in bail court.
- c) To document all telephone contacts on the weekend or holidays and refer clients to the after-hours coordinator as appropriate.
- d) To provide bail notification to victims of personal assault involved in bail court.

Finances

- a) To be aware of the agency budget and to operate in a financially responsible manner.

Staff Relations

- a) To provide assistance and documentation to the Program Coordinator and the Court Support Worker regarding assistance provided to victims.
- b) To participate in Victim Services of Brant performance evaluation.
- c) To participate in regularly scheduled staff meetings as needed.

Internal Communications

- a) To provide information to the Executive Director, Program Coordinator and the Court Support Worker.
- b) To meet regularly with the Executive Director.
- c) To provide resource information and material to victims/volunteers/community.

Community Relations

- a) To assist in maintaining close working relations with referring and supporting agencies.

Client Service Delivery

- a) To respect the confidentiality of all victims.
- b) To provide client service, follow-up calls, and client case management as required
- c) To provide referral service information.

Other Duties

- a) Because of the changing nature of work and work to be done, other responsibilities and duties may be assigned.

Qualifications

- Coursework and/or experience in social services, social work, and/or criminology
- Good communications skills
- Ability or knowledge of how to deal with crisis situations.
- Critical thinking skills
- Organizational skills
- Experience with office procedures
- Computer knowledge in working with system, word processing, and database programs
- Sound knowledge of gender-based violence, victimization issues, and community resources.
- Ability to prepare a variety of documentation, reports, or presentations.
- A valid driver's license and access to a reliable vehicle

To Apply: Please send your resume and cover letter to director@victimservicesbrant.on.ca by Sunday September 27th at 5:00 PM. Applications will be reviewed on a rolling basis so please put in your application as soon as possible.