QUALIFICATIONS/JOB REQUIREMENTS

- Undergraduate degree in one of the social sciences (minimum).
- Training in related areas of victimology.
- Experience in working with crime victims (especially violent crime) including short-term counseling to victims, conducting psychosocial assessments, and experience with the criminal justice system.
- Experience with community development strategies and experience with developing and delivering public and professional education sessions.
- Positions within the Department of Justice are considered “Positions of Trust” and as such successful candidates will be subject to a background check through police/court banks and other sources.

GENERAL DUTIES & RESPONSIBILITIES

- Provides assessment, support, short-term counselling, and crisis intervention services to adult and child victims (as well as child witnesses) of crime, especially those victimized by violent offences. Also provides support and counseling to parents/care givers of children who must testify in criminal proceedings.
- Conducts psychosocial assessments to determine a comprehensive case plan and intervention strategies involving the appropriate resources such as police, crown attorney, community resources, government services as required. Determines appropriate referrals to the Professional Services Program for private therapeutic counselling services.
- Provides general information about the criminal justice system, the victim’s role in such a process as well as updated developments in the specific criminal case.
- Conducts pre-court preparation sessions with adult victims and child victims (or child witnesses) subpoenaed to testify, in order to minimize their anxiety with the process and to ensure they are adequately prepared to provide reliable witness testimony and conducted in such a manner that will not compromise legal proceedings.
- Develops and delivers public and professional education sessions and workshops pertaining to Victim Services and victimology.
- Assumes provincial responsibility for the coordination and delivery of the Victim Impact Statement Program through providing program information to victims and ensuring all relevant documentation is prepared in accordance with program/court standards and filed in the appropriate authorities as per legislative requirements.
- Establishes and maintains a cooperative network with other key professionals in the criminal justice system such as with Crown Attorney’s, Police, Victim Liaison Officers , Probation, Classification, and Parole in order to promote a seamless service delivery system for victims, enhanced professional communications, and to promote awareness of victim needs with other professional groups.
- Represents Victim Services on various community-based committees that are aimed at community collaboration and increasing public awareness and sensitivity to the causes and dynamics of violent crime, particularly violence against women and children.

SALARY $55,042 (GS 39) (April 2009)

LOCATIONS Carbonear, Gander, Marystown, Stephenville, Clarenville, Grand Falls-Windsor, Nain, St. John’s Corner Brook, Happy Valley-Goose Bay & Port Saunders

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