
Strathmore Regional Victim Service Society

500 Westlake Road

Strathmore, AB T1P 1M7

P (403) 934-6552 F (403) 934-6556

info@strathmoreregionalvictimservices.com



Strathmore Regional Victim Services is seeking the position for a full time Assistant Program Manager to join our team. The Assistant Program Manager is knowledgeable and able to perform Advocate and Assistant Program Manager duties in a caring and empathetic manner. The Assistant Program Manager is able to assume the duties of the Program Director in her/his absence including but not limited to, planning, organizing, supervising the day-to-day operation of all services provided to victims of crime and tragedy.

ASSETS:

- Demonstrated organizational skills
- Able to provide public presentations and collaborate with other community agencies
- Strong working knowledge of Microsoft Office programs and other computer applications
- Experience managing and coordinating staff and volunteers
- Degree in human services or equivalent related experience
- Experience with planning and organizing fundraising events
- Understanding of the Criminal Justice System
- Experience working within a police environment

REQUIREMENTS:

- Meet security clearance through the RCMP as per force policy.
- Meet the Core Standard training as set out by Justice and Solicitor General online E-Learning and Victim Advocate Core Training.
- Sign and maintain an Oath of Confidentiality and Code of Ethical Conduct
- Abide by all RCMP force policy and procedures.
- Able to work in stressful situations.
- Possess strong written and verbal communication skills and the ability to provide non-judgmental support.
- Must possess the ability to work independently with strong decision making capabilities and critical problem solving skills with the ability to remain calm in emergency and stressful situations
- Maintain a high degree of professionalism, including proper business attire, punctuality and the positive promotion of Strathmore Regional Victim Services.
- Possess a valid driver's license, vehicle insurance and has access to a vehicle.
- Ability to work evenings and weekends as required for on call shifts or scheduled events.
- Travel outside of SRVSS service area
- Live in the service area. (Strathmore, Chestermere, Langdon or Gleichen RCMP Detachment areas)

DUTIES AND RESPONSIBILITIES:

- Work within the Strathmore, Chestermere, Langdon and Gleichen RCMP Detachments as scheduled
- Provide support, assistance and information to victims of crime.
- Provide victims with formalized court preparation sessions and accompaniment to court as required;
- Arrange and attend meetings with the Crown Prosecutor and/or victims, as required;
- The provision of Victim Impact Statements, Restitution claims, and other applicable programs set out by the Alberta Government.
- Ensures all records, statistics, referrals and reports are maintained and available in a professional manner, ensuring confidentiality through day-to-day management of an office system.
- Maintains client files
- Have the flexibility to cover on-call shifts.
- Attends and supports fundraising, community awareness and advocate recruiting events.
- Coordinate and provides assistance to advocates
- Attend monthly advocate meetings.
- Participate in training opportunities as presented by the Program Director
- Represents SRVSS at regional coordinator meetings as needed
- Represents SRVSS at interagency meetings as needed

To Apply: Please send cover letter and resume with salary expectations to:
info@strathmoreregionalvictimservices.com

Application Deadline: Initial closing is May 23rd but the position will stay open until a suitable candidate has been found.