

# **Victim Witness Services Worker**

## **(Part-Time)**

The Ministry of the Attorney General's Victims and Vulnerable Persons Division is seeking a dedicated individual to provide a full range of services to victims/witnesses of crime, including needs assessment, crisis intervention, emotional support and referrals, and to participate in stakeholder networks and public education.

### **What can I expect to do in this role?**

You will be:

- Providing information/support/assistance to clients
- Managing/coordinating assigned high volume of cases
- Acting as a liaison/maintaining networks to advocate the needs/interests of clients
- Participating in projects/committees/public education activities
- Preparing statistical reports

Please note:

- This is a permanent part-time position working 18.12 hours per week

**Location:** Timmins

### **How do I qualify?**

#### **Mandatory**

- You have a Valid Class G Driver's Licence

#### **Relevant Skills and Knowledge**

- Experience in and knowledge of victims' issues (e.g. child abuse, sexual assault, domestic violence, homicide, etc.)
- Demonstrated crisis response/intervention, needs assessment and risk assessment skills and ability in providing services that meet the needs of clients (e.g., victims of crime and/or marginalized/vulnerable clients)
- Proven analytical, problem solving, communication, interpersonal/teamwork skills
- Case management skills and ability to interpret and apply policies/procedures
- Proficiency with computer operations to work with program database systems and MS Office
- Ability to acquire and apply knowledge of the Criminal Justice System, the Victim/Witness Assistance Program and related legislation (e.g. Victims' Bill of Rights)

**Salary Range:** \$29.52 - \$36.24 per hour

#### **Additional information:**

- 1 Temporary – Part-Time, duration up to 12 months, 38 Pine St N, Timmins, North Region, Enhanced - Vulnerable Services Sector Screening Requirement

#### **Note:**

- In accordance with the Ontario Public Service Employment Screening Checks Policy, the top candidate(s) may be required to undergo a security screening check. Please refer to the Additional Information / Address section above to determine the screening checks that are required for this position.

You will be responsible for obtaining the criminal record check at your own expense and provide it, along with your written consent, to the Transition and Security Office (TSO), HR Service Delivery Division to evaluate the results. If applicable, the TSO, with your written consent, will request and obtain any additional screening checks as indicated in the Additional Information / Address section above that were not obtained directly by you. (Note: If a Vulnerable Sector Screening/Check is required, it must also be obtained in person at your local police service.)

A record under the Criminal Code and/or other federal offence record(s) does not automatically mean you will be ineligible for the position. The screening check(s) will only be

reviewed and evaluated by the TSO for the purpose of making a security clearance decision. The details of an individual's screening check(s) will be considered in specific relation to the duties and responsibilities of the position being filled. Screening check records will be maintained by the TSO and kept strictly confidential.

Please apply online, only, by **Tuesday, January 31, 2017**, by visiting [www.ontario.ca/careers](http://www.ontario.ca/careers) and entering **Job ID 102755** in the Job ID search field. Please follow the instructions to submit your application. Faxes are not being accepted at this time.

If you require accommodation in order to participate in the recruitment process, please contact us at [www.gojobs.gov.on.ca/ContactUs.aspx](http://www.gojobs.gov.on.ca/ContactUs.aspx) to provide your contact information. Recruitment Services staff will contact you within 48 hours. Only those applicants selected for an interview will be contacted.

The Ontario Public Service is an inclusive employer. Accommodation will be provided in accordance with Ontario's *Human Rights Code*.

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