

JOB POSTING

Part-Time Police and Court Support Advocate



General Information

Reporting to the Director of Justice, Research and Outreach (“Director, JRO”) and working alongside other JRO staff, students, and volunteers. This is a part-time staff position. Primary responsibility is providing trauma-informed support to clients navigating the Criminal Justice System.

Responsibilities

Police and Court Support

- Provide information and trauma-informed support to anyone wishing to engage in the civil or criminal justice system.
- Organize and attend police interviews as a professional support person and set up satellite interviews in the Organization’s space, acting as a Monitor for police who arrive without additional support.
- Update client files in the Victim Services Client Management System daily and inform clients of status updates regarding criminal investigations and court proceedings.
- Manage a client caseload of 50-60 files.
- Advocate to major criminal justice partners on behalf of vulnerable clients, including but not limited to Crown Prosecution, Police Agencies, Victim Service Units, and other Community Agencies.
- Participate in regular case consults and debriefings with the Director, JRO.
- As may be required, participate in and provide support for Saffron Centre events/activities including workshops, fundraising events, general operations or administration, interagency meetings, community awareness activities, etc.

Outreach

- Work in collaboration with the JRO team to identify communities of interest for outreach efforts, defined as *efforts intended to remove barriers and increase access to sexual violence services for those who are un/underserved and/or those identified by the organization as a community of interest.*
- Build relationships and increase network of partners working in the Criminal Justice System.

Administrative Duties

- Track all interactions with clients and external agencies via the Victim Services Client Management Database.
- Submit monthly, quarterly, and annual statistics to the Director, JRO.

Skills and Abilities

- Self-motivated individual with a strong work ethic and the capacity to work as part of a team.
- Ability to provide compassionate and empathetic care to vulnerable individuals from a trauma-informed perspective.
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- Strong interpersonal skills and an ability to build positive relationships on both an individual and group level.
 - Passion for sexual violence advocacy and a desire to lower barriers to access for those who have experienced sexual violence.
 - Strong professional oral and written communications skillset.

Qualifications and Competencies

- A diploma or bachelor's degree in Criminology, Social Work, Sociology, or a related discipline.
- Valid Class 5 driver's license, a personal vehicle, and valid liability insurance.
- Minimum 2 years prior paid or unpaid experience working with vulnerable individuals in the criminal justice sector.
- Clear Criminal Record Check with Vulnerable Sector Check.
- Clear Child Intervention Record Check.
- A signed Oath of Confidentiality is required to work, volunteer, or complete a practicum at the Organization.
- Suicide Intervention Training is an asset.
- Mental Health First Aid is an asset.
- Cultural Awareness Training is an asset.

Job Type

Part-time

Hours: 20-30 per week

Salary: \$20.00-\$23.00 per hour

Benefits: Dental Care / Extended Health Care / Vision Care

Schedule: Monday to Friday

Application question(s):

1. How many years of direct work experience do you have with victims of crime?

Education: Bachelor's Degree (preferred)

Experience: Criminal Justice System: 2 years (required)

Licence/Certification: Driver's License and Vehicle (required)

Application deadline: 2022-08-24