



## VICTIM SERVICES CASE COURT MANAGER OPPORTUNITY

The Volunteer Programs Association (VPA) Board of Fort Saskatchewan is seeking a Case Court Manager to assist the Fort Saskatchewan and District Victim Services Unit (VSU). The Case Court Manager, reporting to the Board of Directors of the VPA, will provide assistance to victims of crime and trauma from referrals by the RCMP with the assistance of volunteer victim service advocates. Extensive training will be offered to the successful candidate, who will work on a contract basis with the VPA alongside the Victim Services Marketing and Volunteer Manager and other involved agencies including the RCMP. The VSU operates within the Fort Saskatchewan RCMP Detachment area, with offices located at the Fort Saskatchewan RCMP Detachment.

### *Primary Duties:*

- Manage the VSU program budget as set out by the VPA Board
- Prepare monthly reports to the VPA Board
- Prepare quarterly reports to Alberta Justice and Solicitor General
- Provide information, support, guidance and referrals to victims of crime and traumatic events.
- Provide ongoing updates and support to victims of crime going through the justice system
- Assign case files to victim service advocates and review their reports.
- Provide and organize an on-call system suitable to the VPA

### *Basic Requirements:*

- Excellent written and verbal communication skills
- Ability to work independently with minimal supervision
- Organizational skills, including event coordination
- Accountability, flexibility and strong networking skills
- Time management skills and fiscal responsibility
- Ability to provide their own liability insurance

### *Qualifications:*

- Ability to successfully complete an enhanced RCMP Security Clearance
- Post-secondary education and ongoing professional development in the area of management, or a human resources field; related experience will be considered
- Knowledge of RCMP procedures
- Knowledge of justice system and process
- Knowledge of local area programs and services.

*To Apply:* Please submit your cover letter and resume no later than **August 18, 2017** to Volunteer Programs Association c/o [fortsaskvpa@outlook.com](mailto:fortsaskvpa@outlook.com) attention Wendy Doyle. VPA thanks all interested applicants; however, only those selected for an interview will be contacted.

***Enquires can be made to the VSU office at 780-997-7955***