



## **JOB POSTING**

### **Victim Service Manager and Child and Youth Advocacy Centre (CYAC) Coordinator Victoria, BC**

***Please note that this is a non-union, 0.8 FTE position***

The Victim Service Manager/CYAC Coordinator oversees a team of 4 Victim Service Workers and handles a small Victim Service case load themselves. The Victim Service manager provides supervision, guidance and training to their team when appropriate. They are also responsible for reports and monthly stats to our funders. As the CYAC Coordinator, this position is responsible for the coordination and management of our Child and Youth Advocacy Centre. This includes overseeing the booking and scheduling of the centre's use and holding a leadership position in the Multi-Disciplinary Team that is made up of Victim Service Workers, Child Protection Workers and Police.

#### **Qualifications:**

- MA, MSc, MBA, MSW or equivalent education
- Minimum of **2 years relevant** experience with Victim Services (preferably experience with children where abuse is suspected)
- Minimum of **1 year** Management and Leadership experience
- Preference will be given to candidates with experience and expertise in working in the following areas:
  1. The Criminal Justice System
  2. Diverse Populations
  3. Trauma informed Practice

#### **Details**

This position is open to all genders. Hours of work per week are **28hrs** at VCAPCC Victim service office on **1208 Wharf St, Suite 107**. This position is paid at **\$48.08 per hour** plus the potential for a yearly bonus. This position receives **140hrs** of annual vacation. Health and welfare benefits will be provided after successfully completing a probationary period of **455 hours**. This position is eligible for the Municipal Pension Plan after 2 years of continuous employment.

#### **Application Process**

Interested candidates are asked to forward a cover letter and resume via email to:

**Sam Cameron, HR Manager**

E-mail: [sam.cameron@vcapcc.com](mailto:sam.cameron@vcapcc.com)

**This posting will be live until the position is filled.**

We thank all interested applicants; however, only those shortlisted for an interview will be contacted.