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Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

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Cree Nation Government
Gouvernement de la Nation Crie

Job Posting

Career Opportunity: CAVAC Officer

Department: Justice and Correctional Services
Salary Grade 4: (Min. \$46,031.00 – Max. \$69,047.00)

Location: To be Determined
Status: Permanent

Core Functions:

The Regional Crime Victims Assistance Centre (CAVAC) Officer is responsible for providing crisis intervention, overall support, education and guidance to crime victims and witnesses from the time of crisis up to the criminal justice process, in accordance with the intervention philosophy and approach defined by Cree Nation Government and CAVAC.

Functional Responsibilities:

- In collaboration with the Coordinator of Justice, develop action plans to plan for the delivery of services.
- Receive victims at the CAVAC and respond to calls by the police or other law enforcement agencies for on-scene crisis intervention to victims and witnesses.
- Determine the type of immediate assistance the victim requires and refer victims to the relevant services (medical assistance, special counselling, emergency shelter, legal assistance).
- Provide information regarding psychologists, psychosocial and post-traumatic support services to clients.
- Provide basic information about CAVAC's policies and services.
- Protect victim from being re-victimized during the criminal justice process by discussing an initial safety plan and with the active participation of the victim, develop a safety plan.
- Support the victims in their decision-making by supplying them with information and discussing available options.
- Assist victims in obtaining release of personal property recovered or being held in evidence.
- Keep victims and family informed of proceedings with the criminal justice system.
- Provide information regarding victim's rights, recourse and judicial proceedings, and available resources.
- Inform victim of judicial procedures through the INFOVAC and CAVAC INFO programs.
- Liaise with different organizations in the legal, health, social services and community organization networks.
- Represent the CAVAC during meetings with the joint action and collaborative organizations.
- Maintain and populate the database and produce quarterly reports of activities.



Career Opportunity: CAVAC Officer

Education

- College Diploma in Criminology, Psychology, Sociology or a related field.

Experience

- Three to five years of relevant work experience.

Language

- Written knowledge of English.
- Fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and Abilities

- Good knowledge and understanding of Cree culture, customs and history.
- Customer-focused and service-oriented.
- Good empathy and listening skills.
- Proven ability to communicate effectively and excellent interpersonal skills.
- Proven ability to be discreet and maintain confidentiality.
- Strong judgment and proven ability to problem-solve.
- Demonstrated ability to work under pressure and to adapt to a changing environment.
- Proficiency in Microsoft Office products.

Additional Requirements

- Willingness to work irregular hours occasionally.
- Willingness to travel frequently.
- Must be able to pass provincial and federal security screening.
- Must agree to undergo a criminal background check.

The Cree Nation Government may, at its discretion, waive any or all of the aforementioned requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From March 14, 2019 to March 29, 2019

Application

Your application must be sent by email with the competition number: **JCSD-190311-1**

Valerie Mianscum
Recruitment Officer
Email: hr@cngov.ca
Tel.: 819-673-2600