



·Δσ·VdΔρρϵ ρ"ρρρΔρρϵ ∇ Δ·C·L·C·C° (Δρρ ρ·ρ·ρ)
Grand Council of the Crees (Eeyou Istchee)
Grand Conseil des Cris (Eeyou Istchee)

Δρρ ρVρρρρρ
Cree Nation Government
Gouvernement de la Nation Crie

Job Posting

Career Opportunity: CAVAC Officer

Department: Justice and Correctional Services
Salary Grade 5: (Min. \$51,737.00 – Max. \$69,069.00)

Status: Permanent
Location: Chisasibi

Core Functions

The Crime Victims Assistance Centre (CAVAC) Officer is responsible for providing crisis intervention, education and guidance, and overall support 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 Manager of Justice Services, 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) and agency.
- 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.

Interaction/Communication Responsibilities

- Support the victims in their decision-making by supplying them with information and discussing available options.
- Support and guide victims through the legal process by helping them complete the Victim Declaration Form and by accompanying them to the hearing.
- Support and guide victims, when needed, through the public and private administrative processes (with insurance companies, IVAC, SAAQ, etc.) by ensuring that they are in contact with these organizations and by assisting them in completing the forms.
- 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.
- Liaise with employers, therapists, or other experts in the field at the permission of the victim and /or witness, if need be.



Career Opportunity: CAVAC Officer

- Initiate follow-up contacts with the victims and their families as appropriate.
- Provide information regarding victim's rights, recourse and judicial proceedings, and available resources in accordance with the Service Statement (the *Déclaration de service aux citoyens*).
- 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.
- Participate in awareness and representation activities and committees in the field of victim issues, with the authorization of the Manager of Justice Services.
- Participate in law enforcement training and other service providers and the community about CAVAC.
- Represent the CAVAC during meetings with the joint action and collaborative organizations, with the authorization of the Director.
- Provide feedback to law enforcement as appropriate.

Administrative Responsibilities

- Document contacts and collect data for tracking the victims' cases.
- Maintain and populate the database.
- Report to the Manager of Justice Services any deficiencies or abuses in government services provided to clients.

Reporting Responsibilities

- Review police and other reports to identify victims who are eligible for services.
- Produce quarterly reports of activities.

Other Responsibilities

- Maintain up-to-date knowledge and skills in area(s) of responsibility.
- Perform other duties as required.

Education

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

Experience

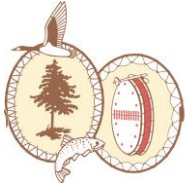
- Three to five years of relevant work experience.

Language

- Fluency in verbal Cree.
- Fluency in 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.



Career Opportunity: CAVAC Officer

- 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

- Typical office setting where there are no unusual physical demands.
- Willingness to work irregular hours occasionally.
- Willingness to travel frequently.
- Must be able to pass provincial and federal security screening.

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 September 16 to October 1, 2021

Application

Your application must be sent by email with the competition number: **JCSD-210910-1**

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