



## **Victim Assistance Worker (SVAP)**

CHILLIWACK COMMUNITY SERVICES  
PART-TIME, SEPTEMBER 3, 2025

### **Description**

**Part-time - 21 Hours/Week Until June 30, 2026**

#### **Job Summary:**

To provide practical assistance and justice related information and support services to victims of relationship abuse, sexual assault, child abuse (sexual and physical), elder abuse, and criminal harassment.

### **Qualifications**

#### ***Education, Training and Experience:***

- Diploma in a related Human/Social Services field.
- Two (2) years' recent directly related experience working with children, youth, and adults in crisis and in the justice system.
- Valid Driver's License and reliable vehicle with appropriate insurance.

#### ***Job Skills and Abilities:***

- Must be capable of working independently and in a team setting.
- Must have knowledge of sexual abuse, sexual assault, and domestic violence dynamics.

### **Key Duties and Responsibilities**

1. Conducts client intake by performing duties such as obtaining demographic information, providing information regarding the victim service worker's role and the services offered by the organization, assisting clients in completing intake forms, and explaining issues related to confidentiality.
2. Provides emotional support to clients who have been victims of crime through active listening, debriefing and validating client's emotions.
3. Assesses clients' needs for other services and provides them with information on organizations and professionals such as community service agencies, counselors, legal aid lawyers, physicians, and mental health services. Recommends appropriate services to clients.
4. Provides crisis response and intervention as necessary.
5. Support clients' interest and rights by performing duties such as liaising for clients with the police and Crown Counsel, obtaining information about clients' cases including case status.
6. Provides information on criminal justice system, reactions to victimization and information to help avoid re-victimization.

7. Provides court support services such as explaining court processes and providing court orientation.
8. Provides accompaniment and/or transportation to court, police, and medical appointments as required.
9. Assist clients in completing forms such as Crime Victim Assistance Program Applications and Victim Impact Statements.
10. Participates in public education to raise awareness of the CCS SVAP program.
11. Consults and liaises with community service agencies to maintain up-to-date information on available resources and develop community relations.
12. Maintains and provides statistics and reports externally and internally regarding service delivery as required.
13. Complete all mandatory learning requirements.
14. Performs other relevant duties as may be required.

#### **General**

- Wage rate as per BCGEU Collective Agreement, Victim Assistance Worker - Grid 11 - \$27.54 per hour plus health and dental benefits.
- This position requires Union membership.
- This position is open to all persons.
- This position requires successful completion of a criminal record check.
- This position reports to the Advocacy Services Coordinator

**To apply for this position, please use the link on our website:**

**<https://www.comserv.bc.ca/careers/>**

**Please mention the name of the job position you are applying for in your cover letter.  
NO phone calls. Only short listed applicants will be contacted.**

**Closing Date:** 12:00 Noon, September 17, 2025