

# Job Vacancy Victim Witness Coordinator – Fredericton Police Force

CUPE Local 3864 Salary Scale Step 7/8 : \$2,738.52 - \$3,611.43 bi-weekly

## Requirements

- Master's degree is preferred, from an accredited university in social work, psychology or related field.
- Registered with a professional body such as the New Brunswick Association of Social Workers, the Canadian Counselling and Psychotherapy Association or the New Brunswick Association of Psychologists.
- Two (2) years of relevant work experience in a community setting.
- Experience with providing trauma informed care, and crisis intervention.
- Practical clinical experience is considered an asset.
- Experience working with public safety, and/or policing environment and knowledge of police culture is an asset.
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint)
- Bilingualism is considered a significant asset.

**Send your resume to**

[HR@fredericton.ca](mailto:HR@fredericton.ca)

**before March 12, 2025 at  
4:30 p.m. AST**



# Victim Witness Coordinator – Fredericton Police Force

Join our team as a Victim Witness Coordinator! Are you passionate about making a difference in the lives of those who have been a victim or who have witnessed a crime? Do you thrive in a dynamic, fast paced environment where your skills in crisis intervention and clinical support can shine? The Fredericton Police Force (FPF) is looking for a dedicated and compassionate Victim Witness Coordinator to join the team who can provide clients with crisis intervention and ongoing clinical support. The successful applicant would also be responsible for court preparation and attendance as well as information and referral services as they pertain to victim and witness situations with the Fredericton Police Force (FPF). The Victim Witness Coordinator reports to and receives direction from the Civilian Supervisor of ICS.

## What You Will Do:

- **Crisis Intervention:** Provide immediate support to victims and witnesses experiencing critical events
- **Clinical Support:** Offer ongoing assistance to victims, family members, and witnesses. Make referrals to Provincial Victim Services (PVS) program
- **Court Preparation:** Assist clients in preparing for and attending court sessions
- **Ongoing Services:** Explain the investigation and criminal justice processes, check in with clients and provide updates, and make referrals to appropriate services
- **Collaboration:** Work closely with FPF services, community, and government agencies
- **Support FPF Members:** Provide clinical support to FPF members on Victim Witness files.
- **Administrative Tasks:** Maintain accurate records, monitor calls for service, and generate statistical reports.
- **Professional Development:** Participate in training and maintain certification requirements.
- **Emergency Intervention Orders:** Assist in preparing Emergency Intervention Order applications when required
- Other duties as required

## What You Bring:

- Experience with providing trauma informed care, and crisis intervention. Practical clinical experience is considered an asset
- Experience working within public safety and/or policing environment and knowledge of police culture.
- Knowledge of:
  - Community and governmental agencies, organizations, and resources
  - The Canadian justice system, its structure, processes, and roles and how it interacts with victims and witnesses of crime The Victims Bill of Rights
  - Proficiency in Microsoft Office Suite (specifically Word, Excel and PowerPoint)
  - Bilingualism is considered a significant asset.

## Demonstrated ability to:

- Provide advanced level crisis intervention
- Maintain strict confidentiality in accordance with legislation and policies
- Excellent interpersonal communication skills
- Manage and resolve conflict situations in a professional manner
- Adapt quickly and effectively to change in high-pressure situations
- Work independently as well as part of a team (including Victim Witness Volunteers, FPF ICS team, and student placements)
- Engage with culturally diverse populations, demonstrating respect and cultural sensitivity
- Effectively prioritize tasks and maintain organization in a fast-paced work environment
- Communicate effectively, both in writing and verbally, with a variety of audiences.

## Perks:

- Bi-weekly benefit spending allowance of \$275 - \$282.82
- Health, Dental, and Pension plans.
- Impactful work - make a real difference in the lives of victims and witnesses of crime.
- Opportunities for continuous learning and professional development.

If you're ready to take on a rewarding role that combines your passion for helping others with your professional skills. Apply today and Join the Fredericton Police Force as a Victim Witness Coordinator!

## How to apply:

Email your resume and cover letter to [hr@fredericton.ca](mailto:hr@fredericton.ca) on or before **March 12, 2025 at 4:30 p.m. AST.**

**The City of Fredericton is an equal opportunity employer.**  
**Only those applicants selected for further consideration will be contacted.**



The logo for the city of Fredericton, featuring the name in a sans-serif font with a stylized wave icon to the right.

Fredericton



**WHERE CAREERS &  
COMMUNITY FLOURISH**

