

WOODSTOCK

Now Hiring ...

VICTIM SERVICES COORDINATOR

Location: Woodstock Police Force Office at 822 Main Street, Woodstock, NB

Salary - \$68,500.00 - \$90,000.00 commensurate with experience

Position Status: Full-time, Permanent, Non-Union - Mon-Fri 8:00am-4:30pm

Join our team as a Victim Services 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 Woodstock Police Force (WPF) is looking for a dedicated and compassionate Victim Services Coordinator to join the team who can provide clients with crisis intervention and ongoing clinical support. The successful applicant will 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 Woodstock Police Force (WPF).

Key Responsibilities

- 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 WPF services, community, and government agencies
- Support WPF Members: Provide clinical support to WPF members on Victim Witness files.
- 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

Qualifications & Experience

- A Bachelor of 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 considered an asset.
- Experience with providing trauma informed care, and crisis intervention
- Practical clinical experience is preferred.
- Experience working within public safety and/or policing environment and knowledge of police culture.
- Clear criminal record check with vulnerable sector screening.
- A valid driver's license with clean abstract.

APPLY NOW!



SEND YOUR RESUME + COVER LETTER BY DECEMBER 31ST, 2025 TO HR@WOODSTOCKNB.CA

