



Victim Services of Sarnia Lambton
555 Christina Street North
Sarnia, ON N7T 7X6
519-344-8861 ext. 5238
www.victimservices.on.ca

Victim Services of Sarnia-Lambton is a non-profit charitable organization working in cooperation with community partners to assist victims of crime and tragic circumstance.

Victim Services Sarnia-Lambton is seeking a dynamic full-time Executive Director (ED).

Reporting to the Board of Directors, the ED will oversee and manage the implementation and administration of Victim Services Sarnia-Lambton policies through effective direction of staff and volunteers.

This includes:

Operational Management (Percentage of time =20 %)

- plan, develop, implement and supervise program delivery and standards, including the Victim Crisis Assistance Ontario (VCAO) Program.
- develop an annual plan, outlining objectives, activities and resources, evaluate the ongoing program effectiveness, adjusting elements as required.
- oversee the planning, developing, implementation and supervision of client services to include all files in accordance with prescribed standards.

Staff and Volunteer Management (Percentage of time =20 %)

- ensure recruitment, training, supervision and support to volunteers in the delivery of victim services
- responsible for staff hiring, training, supervision, evaluation, and management.
- oversee the Coordinators with the recruitment, initial training, direction, on-going training and supervision of a team of volunteers who will serve as crisis responders.

Outreach, Communications, and Reporting (Percentage of time = 15%)

- promote Victim Services of Sarnia-Lambton in public displays, presentations to community groups, social service agencies and police and through effective use of the media.
- develop and maintain productive working relationships with all related community agencies, providing education/awareness programming promoting Victim Services Sarnia-Lambton.
- maintain cooperative working arrangements and protocols with police services, hospitals and/or other emergency responses.
- facilitate in-service training regularly.
- provide community advocacy for victims.
- develop and maintain close working relations with referring and supporting agencies.

Financial Management and Reporting (Percentage of time = 20%)

- prepare and monitor the monthly/annual budget, monitoring and controlling revenues and expenditures while seeking supplementary sources of funding.
- ensure compliance with policies, procedures, accepted standards and Ministry funding requirements.
- review occurrences to ensure full assistance is being provided to victims.
- ensure all agency records, statistics and files are accurately maintained.
- ensure statistical documentation are reported to funders and referral sources as per requirements.
- work with the Auditor and Treasury to complete an Annual Financial Audit.
- approve and monitor all Victim Services Sarnia-Lambton purchases, accounts receivable, accounts payable and inventories.
- seek other sources of funding and participate in fundraising to provide Victim Services Sarnia-Lambton with revenue.

Client Services and Reporting (Percentage of time = 20%)

In co-operation with, and as a back-up to, staff:

- Provide emotional support and crisis intervention.
- Provide information/support/assistance to clients.
- Manage/coordinate assigned high volume of cases.
- Assist victims with applications to programs.
- Provide referrals to services for further support as appropriate, linking victims as needed.
- Liaise with other professionals and advocate on behalf of clients as needed.
- Maintain confidential client files in accordance with prescribed standards.
- Acquire and apply knowledge of the Criminal Justice System, and related legislation (e.g. Victims' Bill of Rights) and issues pertaining to victims of crime.

Board Relations & Fund Development (Percentage of time = 5%)

- provide value added information and active participation at regular meetings with the Board and the Committees.
- develop plans and budgets for donor relations and fund development and any campaigns planned for the upcoming year.

Qualifications

Education: Master's degree preferred in Social Work, Psychology, or related program.

Skills and Knowledge

- Minimum 5 years' experience/education in crisis intervention
- Sound knowledge of community justice system, social services, and victimization issues.
- Good oral and written skills and the ability to maintain good working relationships with police, social services agencies, volunteers, and community services.

- Proven organizational, training, and administrative skills.
- High level problem solving skills.
- Conflict resolution skills with the ability to interact diplomatically, tactfully, and confidently.
- Supervisory ability and capability to work effectively under the direction of a Board of Directors.
- High level of commitment and energy to oversee a complex and demanding program.
- Demonstrated ability to comply with transfer regulations, manage program budget, and secure any necessary funding.
- At least 5 years' experience in staff management and leadership.
- Extensive knowledge of legislation pertaining to the operation of the organization.
- A valid Ontario driver's license, insurance and a reliable vehicle is required to fill the requirements of this position.
- Successful completion of a detailed criminal record background check.
- Required Language Skills: Fluent English – read, write, and speak.
- Asset: Fluently bilingual in French – read, write, and speak.

Mental Stress

There is frequent, noticeable pressure from simultaneous priorities. Unpleasant contacts or concerns over unpleasant situations are frequent. There is moderate disruption of family/social life. This position exposes the incumbent to vicarious trauma that results from empathetic engagement with recently traumatized clients.

To apply for this position, please send your resume and cover letter with salary requirements to Mike McDonald at mmcdonald@victimservices.on.ca by October 14, 2022. Please note the selection process may include assessments and/or testing in addition to interviews, reference and security clearance requirement. We thank you for your interest but only candidates being offered an interview will be contacted.