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## ***Vulcan Regional Victim Service Society***

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Vulcan, AB T0L 2B0  
P (403) 423-0143

**Email: [laurie.lyckman@vulcan.ca](mailto:laurie.lyckman@vulcan.ca)**

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### **JOB OPPORTUNITY:**

Vulcan Regional Victim Services is seeking a part time Assistant Program Manager to join our team.

The Assistant Program Manager is knowledgeable and able to perform Advocate and Assistant Program Manager duties in a caring and empathetic manner. The Assistant Program Manager is able to assume the duties of the Program Director in her/his absence including but not limited to, planning, organizing, supervising the day-to-day operation of all services provided to victims of crime and tragedy.

### **DUTIES AND RESPONSIBILITIES:**

- Work as scheduled by the Program Manager.
- Provide on-call crisis intervention, support, guidance, and referrals to victims of crime as required.
- Abides by Board policy to ensure the program is operating in a cost-effective manner within budgetary and policy confines.
- Ensures all records, statistics, referrals and reports are maintained and available in a professional manner, ensuring confidentiality through day-to-day management of an office system.
- Participate in training opportunities as presented by the Program Manager.
- Provide program reports to the Board of Directors, RCMP and Justice and Solicitor General as required.
- Develop and maintain a resource center containing appropriate information and training aids.
- Seek out funding opportunities and submit grant applications.
- Attends and supports fundraising, community awareness and advocate recruiting events.
- Provide services and public education to the community as required.
- Flexibility to cover on call shifts as needed (we are a 24/7, 365 days a year service).
- Attend meetings as required (Board, Interagency, Regional, Association and Partnership meetings).

### **REQUIREMENTS:**

- Meet security clearance through the RCMP as per force policy.
- Meet the Core Standard training as set out by Justice and Solicitor General online E-Learning and Victim Advocate Core Training.
- Sign and maintain an Oath of Confidentiality and Code of Ethical Conduct
- Abide by all Board and applicable RCMP force policy and procedures.
- Able to work in stressful situations.
- Be willing to travel to court, meetings, and trainings as needed.
- Possess strong written and verbal communication skills and the ability to provide non-judgmental support.

- Must possess the ability to work independently with strong decision-making capabilities and critical problem-solving skills with the ability to remain calm in emergency and stressful situations.
- Maintain a high degree of professionalism, including proper business attire, punctuality, and the positive promotion of Vulcan Regional Victim Services.
- Possess a valid driver's license, vehicle insurance and has access to a vehicle.
- Ability to work evenings and weekends as required for on call shifts or scheduled events.
- Travel outside of VRVSS service area as required.
- Live in the service area (Vulcan County)

**ASSETS:**

- Demonstrated organizational skills
- Able to provide public presentations and collaborate with other community agencies
- Strong working knowledge of Microsoft Office programs and other computer applications
- Experience managing and coordinating staff and volunteers
- Degree in human services or equivalent related experience
- Experience with planning and organizing fundraising events
- Understanding of the Criminal Justice System
- Experience working within a police environment

**To Apply:** Please send cover letter and resume with salary expectations to  
Laurie.lyckman@vulcan.ca

**Application Deadline:** Applications will remain open until a suitable candidate has been found.