



Victim Support Worker

1 Year Contract - Full-Time Position (36.25 Hours/Week)

Hiring Range: \$23.00–\$25.00 per hour

Location: Hybrid – Remote and Ottawa-based office work as required

Closing date: June 14th 11:59 PM EST

Organization: [Canadian Resource Centre for Victims of Crime \(CRCVC\)](#)

About the CRCVC

The [Canadian Resource Centre for Victims of Crime \(CRCVC\)](#) is a national charitable organization committed to advocating for victims and survivors of crime across Canada. The CRCVC provides direct support, navigation, information, referrals, systems advocacy, public education, and policy leadership to promote victims' rights and improve responses to victimization.

The CRCVC works collaboratively with victims and survivors, criminal justice professionals, community organizations, and all levels of government to advance meaningful change and ensure victims are treated with dignity, respect, and compassion.

Position Summary

The Victim Support Worker provides trauma-informed, client-centered support services to victims and survivors of crime across Canada. This role supports individuals navigating complex systems including the criminal justice system, corrections and parole processes, victim services, and community resources.

The successful candidate will provide emotional support, practical assistance, referrals, advocacy, safety planning, and information to victims and family members impacted by crime and traumatic events. The position also supports CRCVC projects, outreach initiatives, public education efforts, and administrative responsibilities.

This is a full-time hybrid position requiring flexibility, professionalism, compassion, and strong organizational skills.

Key Responsibilities

Direct Client Support

- Provide trauma-informed emotional support and crisis intervention to victims and survivors of crime
- Assist clients in understanding and navigating the criminal justice and corrections systems
- Support victims and families in accessing services, benefits, resources, and community supports

- Conduct safety planning and risk assessment as appropriate
- Maintain accurate, timely, and confidential case notes and documentation
- Respond to phone calls, emails, and online inquiries in a professional and compassionate manner
- Provide referrals to appropriate victim-serving organizations and supports across Canada

Advocacy and Systems Navigation

- Advocate for victim rights and access to services
- Assist clients with applications, impact statements, complaints, and related documentation
- Support victims involved in parole hearings, court processes, and other justice-related proceedings
- Identify systemic barriers impacting victims and contribute to advocacy efforts and recommendations

Outreach, Education, and Project Support

- Participate in public education initiatives, presentations, workshops, and awareness campaigns
- Support CRCVC projects and initiatives funded through government and community partnerships
- Assist with stakeholder engagement and relationship-building activities
- Contribute to resource development, research, and educational materials
- Participate in meetings, committees, and collaborative working groups as required

Administrative and Organizational Duties

- Complete required reporting, statistics tracking, and administrative documentation
- Maintain confidentiality and comply with organizational policies and procedures
- Participate in team meetings, supervision, and professional development opportunities
- Support organizational operations and special projects as assigned
- Comply with administrative and reporting requirements related to partner organizations and funders

Qualifications

- Post-secondary education in social work, criminology, psychology, social sciences, public health, or a related field, or an equivalent combination of education and experience
- Experience supporting victims, survivors, or vulnerable populations preferred
- Knowledge of trauma-informed practice, crisis intervention, and victim services
- Understanding of the Canadian criminal justice and corrections systems considered an asset
- Strong interpersonal, communication, and advocacy skills
- Excellent organizational and time-management abilities
- Ability to work independently and collaboratively within a small team environment
- Strong written communication and documentation skills
- Proficiency in Microsoft Office and virtual communication platforms
- Bilingualism (English/French) is considered a strong asset

Working Conditions

- Full-time position working 36.25 hours per week
- Standard schedule is Monday to Friday during regular business hours
- Hybrid work arrangement with remote work and in-office attendance as required
- Some evening or occasional travel may be required for events, training, or client support
- The position may involve exposure to traumatic or emotionally sensitive content

Compensation

- Hourly hiring range of \$23.00–\$25.00 per hour, based on experience and qualifications
- Paid vacation and sick leave
- Opportunities for professional development and training
- Meaningful work supporting victims and survivors across Canada

Equity Statement

The CRCVC is committed to fostering an inclusive, accessible, and equitable workplace. We encourage applications from individuals with diverse backgrounds and lived experiences,



including Indigenous peoples, racialized communities, persons with disabilities, members of the 2SLGBTQIA+ community, and others who may contribute to the diversity of our organization.

How to Apply

Please submit your resume and cover letter to:

crcvc@crcvc.ca

Sarah Crawford, Executive Director

[Canadian Resource Centre for Victims of Crime \(CRCVC\)](#)

We thank all applicants for their interest; however, only those selected for an interview will be contacted.