

Posted: Tuesday August 18th 2026

JOB POSTING

Castlegar Police-Based Victim Services Manager

Location of employment: Castlegar RCMP detachment

Classification: Full-Time, Permanent – Non-Union Management

Reports to: Executive Director

Location: Castlegar, BC

About the position:

Castlegar Community Services is seeking a **Police-Based Victim Services Manager (PBVS)** to provide leadership and oversight to our Police-Based Victim Services program while strengthening coordination across our women's services, intimate partner violence (IPV), gender-based violence, and programs responding to victimization.

The Police-Based Victim Services Manager will oversee and ensure the delivery and ongoing development of the PBVS program, that includes directly supervising PBVS employees and volunteers.

Management Responsibilities:

Provide leadership and oversight of the PBVS program, including establishing program priorities, monitoring service demand, outcomes, statistics and emerging trends.

Directly supervise PBVS employee(s) and volunteer(s), including orientation, workload allocation, performance management, professional development and ongoing support.

Lead program planning, evaluation, reporting and continuous improvement, and ensure compliance with funding agreements, organizational policies, legislation, privacy requirements, RCMP requirements and program standards.

Develop and maintain strong working relationships with RCMP, Crown Counsel, Community Corrections and community partners.

Provide organizational leadership in strengthening coordination between Police-Based Victim Services, Women's Outreach, Safe Homes and other programs supporting individuals impacted by intimate partner violence, gender-based violence and victimization.

Convene regular internal coordination opportunities, strengthen referral pathways and service navigation, and identify gaps and emerging needs across programs.

Represent Castlegar Community Services at relevant local and regional committees, working groups and coordination tables.

Police-Based Victim Services Responsibilities:

While ensuring compliance of the [Canadian Victims Bill of Rights](#), [British Columbia Victims of Crime Act](#), privacy laws and RCMP policy, Police-Based Victim Services responds to all types of crime, as well as non-criminal, traumatic events, including unexpected deaths. Police-based victim services programs provide services along the continuum of crisis to conclusion, including criminal court support and preparation.

Responding to requests for emergency support from police officers, PBVS Caseworkers provide crisis intervention, information, and referrals at the scene of crimes, serious accidents, deaths, intimate partner violence, and other serious incidents, as well as follow-up and court support services. Often, in conditions of emergency and conflict, PBVS Caseworkers exercise sound judgement and initiative within the framework of established procedures.

Delivery and ongoing development of the PBVS programs.

Qualifications & Experience

- Diploma or degree in Human Services, Social Work, Criminology, Counselling, Community Development, or a related field, or an equivalent combination of education and significant relevant experience.
- Familiarity with PRIME and/or JUSTIN would be considered an asset
- Demonstrated experience in police-based victim services, or experience working in a police agency or within the criminal justice system.

- Knowledge of the criminal justice system, court processes, and victims' rights.
- Strong understanding of intimate partner violence, gender-based violence, trauma, safety planning, and barriers experienced by survivors.
- Previous supervisory, management, or demonstrated leadership experience.
- Demonstrated ability to coordinate services and build effective relationships across programs, organizations, and systems.
- Strong facilitation and relationship-building skills.
- Excellent written and verbal communication skills.
- Ability to manage competing priorities and balance direct service, supervision, program administration, and systems-level work.
- Demonstrated sound judgment, professionalism, discretion, and ability to manage highly sensitive and confidential information.

Employment Requirements

- Valid Class 5 BC Driver's Licence and access to reliable transportation.
- Able to qualify for and maintain the required RCMP enhanced reliability security clearance for the position. Failure on the part of the employee to satisfy this requirement will necessitate the removal of that employee from the position
- Requirement of the RCMP enhanced reliability security clearance is that an applicant must be a Canadian citizen or a permanent resident
- Ability to travel locally and regionally as required.
- Flexibility to work hours outside the regular workday when required and on short notice.

Compensation & Employment

This is a **full-time, permanent, non-union management position** with Castlegar Community Services.



1695 Columbia Ave.
Castlegar, BC V1N 1J1
Ph: 250-365-2104 | Fax: 250-365-2154
Email: info@castlegarcommunityservices.ca

Hours: 35 hours per week

Salary: \$72,000 to \$78,000 annually, based on experience.

Benefits: Eligible for the full benefit package, including Extended Health Benefits and Municipal Pension Plan once probationary period is complete.

How to Apply

Please submit a resume and cover letter outlining your interest and relevant experience to:

Castlegar Community Services

info@castlegarcommunityservices.ca

Closing Date: Open until position filled.

We thank all applicants for their interest. Only applicants selected for an interview will be contacted.