

# TRAUMA & CRIME SUPPORT SERVICES CASEWORKER (PART-TIME)

## CAMROSE POLICE SERVICE

## *An Equal Opportunity Employer*

The City of Camrose Police Service is seeking a highly motivated, energetic and reliable individual to fill the role of Trauma & Crime Support Services (TCSS) Caseworker. Reporting to the Trauma & Crime Support Services Program Manager, this position will be responsible for implementing, coordinating and directing a program that provides immediate and follow-up assistance to witnesses and victims of crime and trauma.

This is a part-time position (0.4 FTE).

### **FUNCTIONS/DUTIES (but not limited to):**

- Assist in the communication of the Unit's Mission, Objectives and Values to staff and public.
- Assists in development and delivery of educational and awareness material to residents within the jurisdiction promoting the program and police service.
- Compliance with unit policy and procedures and recommend changes to ensure operational efficiency.
- Conduct client centered needs assessments, case conferences and case management.
- Complete referrals and case work, ensuring supported outcomes.
- Contribute semi- annual and annual performance appraisals.
- Assis in the hiring and onboarding of volunteer advocates.
- Provide advice and assistance to the general public via all means of communication.
- Assist in the monthly on-call schedule.
- Assist in the coordination and planning of community engagement sessions.
- Become trained and operational on PROS and review and approve tasks.
- Operate computer/word processor for compiling memos and reports, statements, court briefs and various other forms.
- All other relevant duties as assigned.

### **QUALIFICATIONS:**

- Minimum of two (2) years of post-secondary education in Health, Human Services, Behavioral Sciences, Social Sciences, Community Services or another related field.
- Two (2) years related work experience. *Equivalencies of a combination of education and directly related experience may be considered to meet the minimum requirements.*
- Working knowledge of the Canadian Criminal Justice System.
- Experience engaging and collaborating with other community partners.
- Ability to work independently with the ability to adapt quickly to change.
- Demonstrated understanding of trauma informed principles and how to apply them.
- Willingness to complete online Victim Services training (AVS-100 or equivalent) & Trauma-Informed practices.
- Proficiency with Microsoft Word, Excel, and PowerPoint.
- Consent to an Enhanced Security Clearance.
- Must possess a valid Class 5 Alberta's Driver's license.

**HOURS OF WORK:** This is a part-time position (0.4 FTE). The hours of work will generally equal 16 per week. Hours of work are typically 8:00 a.m. to 4:30 p.m. This position may be required to work non-traditional work hours including the ability to respond to crisis/trauma incidents evening/weekends and /or participate as a staff member/team lead of the on-call crisis response schedule.

**ANNUAL SALARY:** The starting salary for these positions will be established based on qualifications and experience of the successful candidates.

**APPLICATIONS:** Individuals interested in this position are invited to submit a cover letter and resume to the address below or in person by April 14, 2026 at 4:30 p.m. If applying by e-mail, please ensure job position is included in subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

### **CONTACT:**

City of Camrose - Attention: Trauma & Crime Support Services Program Manager  
Mailing Address: 6220 48 Avenue Camrose, AB T4V 0K6  
E: [hr@camrose.ca](mailto:hr@camrose.ca) | W: [www.camrosepolice.ca](http://www.camrosepolice.ca)