



The Southeastern Alberta Child Advocacy Centre (SEACAC) is a collaborative initiative designed to improve the outcomes of children who have experienced abuse through coordinated case management and the provision of victim support services. The SEACAC works to reduce system induced trauma and re-traumatization by arranging services around the child in a manner that only require them to share their story one time.

We are looking for one remarkable **Southeastern Alberta Child Advocacy Centre (SEACAC) Coordinator** who is a team player, shows initiative, is friendly, fun, highly organized, creative, likes to get things done and knows when to relax. The SEACAC Coordinator is responsible for the front-line management of daily operations of the SEACAC. The SEACAC Coordinator works closely in collaboration with a Multidisciplinary Team (MDT) comprised of professionals from the Medicine Hat Police Service (MHPS), the Royal Canadian Mounted Police (RCMP), Children's Services (CS), Alberta Health Services (AHS) and the Crown Prosecutor (CP) to serve the needs of children that have experienced physical abuse, neglect, severe maltreatment, sexual assault, sexual exploitation. This is a full time, position (36.25 hours per week).

SARC is an equal opportunity employer and encourages applicants from diverse groups to apply.

Responsibilities include:

- Works to establish trust between MDT members through continuous engagement, communication, and collaborative problem solving.
- Coordinates and manages the case triage process, including data entry and other administrative functions as required.
- Provides some case management including preliminary needs assessment, service advocacy and community organization resource navigation.
- Coordinates ongoing updates to service model and practice framework based on evidence-based best practice.
- Oversees SEACAC volunteers including the selection, onboarding, and management process.

What we offer you:

- Ability to facilitate change through provision of enhanced services to clients
- Work-life balance
- A great team with ongoing training
- Health spending account
- Three weeks of vacation per year

Qualifications:

- Minimum of a Bachelor's degree in social work, community development, or a related field.
- Strong working knowledge of the child protection system in Southeastern Alberta.
- Knowledge and application of trauma informed care practices to case management.
- Must pass Medicine Hat Police Service Security Screening (Level 4).
- Physically able to meet the requirements of the job including some lifting of audio-visual equipment, display boards and the like.
- Excellent communication, organization, and problem-solving skills.
- A satisfactory Criminal Records Check and Child/Youth Check.
- Proof of professional registration (if applicable).
- Proof of educational credentials.
- Ability to work a flexible schedule.
- Class 5 licence.

- Reliable vehicle.

If you are dynamic, results orientated, and love working in a supportive, innovative, ever changing environment this may be the right opportunity for you.

Closing date: until the suitable candidate is found.

To apply, submit Cover Letter and Resume to [jobs@mhsarc.com](mailto:jobs@mhsarc.com). Thank you in advance for applying; only those selected for an interview will be contacted.