



Internal & External Posting

Job Title: Coordinating Manager – Child Victim Witness Program (CVWP)

Location: Carleton Place, Ontario

Employment Status: Permanent, 0.5 FTE

Reports to: Executive Director

Salary: \$80,000 annually (pro-rated for part-time), plus benefits

Position Summary

The CVW Coordinating Manager will support the development and implementation of the CVWP in Lanark County. The Coordinating Manager will manage, develop and promote the operations and services offered through the CVWP and ensure that child and youth victims and witnesses, as well as their families receive supportive services including, but not limited to, court preparation and accompaniment services when required, and referrals to other services as needed.

Major Duties

Key responsibilities include, but are not limited to:

- Manage coordination and flow of CVWP services.
 - Collaborate with the Executive Director of VSLC and the CVWP court support worker.
 - Oversee all CVWP intakes and case updates; maintain accurate records in tracking systems and client databases.
 - Manage caseloads and schedules.
 - Review assigned case files with staff and communicate specific needs or challenges.
 - Foster positive working relationships with community partners.
 - Track cases and participate in multidisciplinary team meetings to share relevant CVWP information.
 - Travel within Lanark County and surrounding areas as required.
 - Complete reports, attend committee meetings, deliver presentations, and support evaluation activities.
 - Attend and actively participate in ODLCY staff and management meetings.
 - Participate in internal and external committees relevant to CVWP services.
 - Develop program information materials for clients and community partners.
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Knowledge Sharing & Consultation

- Create and deliver training materials related to the CVWP for internal staff and community partners.
 - Train program staff to facilitate these trainings as needed.
 - Provide timely consultation to community partners and the public on advocacy and court support services.
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Program Development & Evaluation

- Develop and implement new services, materials, and tools as needed.
 - Review and update program procedural manuals annually.
 - Stay current with relevant literature and research.
 - Create and maintain a Program Evaluation Framework that gathers stakeholder feedback and measures program impact.
 - Identify and implement quality improvement initiatives in collaboration with the Director of Clinical Quality.
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Skills & Competencies

Leadership

- Strong organizational and results-oriented mindset.
- Ability to work independently and as part of a team.
- Knowledge of group facilitation techniques.
- Proficient in office technology and software applications.

Strategic Foresight

- Analyze CVWP data to ensure responsiveness to evolving community and stakeholder needs.

Problem Solving

- Use data insights to improve services in collaboration with community partners.

Communication

- Communicate effectively and diplomatically with staff, agency personnel, and community members.

Technical Skills

- Proficiency in Microsoft Word, PowerPoint, Excel, and Power BI.
 - Skilled in using presentation and communication software/applications.
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Education, Experience & Training

- Master's degree in health sciences, behavioral or social sciences (preferred).
 - Member of OCSWSSW or CRPO.
 - Minimum of 3 years of clinical experience with children/youth and justice system engagement.
 - At least 3 years of leadership and management experience.
 - Experience working with multidisciplinary teams and community partners.
 - Deep understanding of the Child and Youth Advocacy Centre model and related legislation (e.g., CYFSA 2017).
 - Familiarity with the Lanark County social service and children's mental health systems.
 - Knowledge of victims supports provisions within the criminal justice system.
 - Proven ability to implement diversity, equity, and inclusion (DEI) strategies.
 - Knowledge of trauma, child/youth development, and trauma-informed practices.
 - Strong interpersonal, organizational, and conflict-resolution skills.
 - Ability to manage multiple priorities and practice self-care in high-stress environments.
 - Experience with database management, program evaluation tools, and statistical/data analysis.
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Judgement & Decision-Making

The role requires a high degree of judgment in planning the CVWP's future direction. Guided by legislative requirements, organizational policies, and professional standards, the Coordinating Manager operates independently under the general direction of the Director of Clinical Operations.

Consequence of Errors

Errors could damage the reputation and effectiveness of the CVWP, LCYAC, and Open Doors for Lanark Children and Youth. Errors may disrupt service delivery, incur financial loss, or diminish credibility. As the position is not closely supervised, errors may be difficult to detect.

Working Conditions

- Minimal health hazards; generally, work in a standard office environment.
- Occasional travel required.
- Evening or irregular hours may be necessary depending on workload and responsibilities.

How to Apply:

Interested candidates should submit the resume to Director of Clinic Operations @vgosselin@odmh.ca

By **November 30, 2025**

Interview Dates: **December 8, 2025**