



HAMILTON POLICE SERVICE

Career Opportunity: Domestic Violence Intervention Program (DVIP Coordinator)

Posting #	#2026-017	JJR#	242
Job Title	Domestic Violence Intervention Program Coordinator	Civilian/Sworn	Civilian
Status	Full Time	Department/Unit	Victim Services
Salary Grade	Schedule 10E	Hiring Rate	TBD
Salary Range	\$92,649 to \$109,005 per annum (January 2025 rates)		
Posting Date	March 12, 2026	Closing Date	March 26, 2026
Primary Job Location	Investigative Services Division, 100 Wilson St., Hamilton, ON.		
Hours of Work	Monday to Friday, between 08:30–16:30 hours, however, must be willing to work flexible hours to respond to victims in need, attend training and meet the needs of a 24 hour/day, 365 day/year operation.		

SUMMARY

About HPS

HPS patrols 1,113 square kilometers, serving over 620,063 residents. The Service is divided into two main areas: Operations, which provides visible policing and investigations in various specialized units, and Support, which offers services in areas such as professional development, emergency response, crime prevention, fleet and facilities, IT, Records and HR. HPS is committed to the highest standards of integrity and professionalism in all its divisions.

Our vision to be a trusted partner in delivering public safety is what motivates our members each and every day. Hamilton Police Service is an innovative police service dedicated to working in partnership with our communities to make Hamilton a safe and healthy community in which to live and work. Established in 1833, Hamilton is one of the oldest policing services in the world.

Position Summary:

Under the direction of the Victim Services Administrator, the Domestic Violence Intervention Program (DVIP) is responsible for providing timely crisis intervention and support to victims of intimate partner violence, on scene, in the office, or via telephone. The DVIP Coordinator will engage with each victim to assess needs, conduct safety plans, complete financial compensation applications and provide accompaniment during statements with the Intimate Partner Violence Unit. The DVIP Coordinator will facilitate early intervention for eligible non-criminal domestic occurrences, with the objective of reducing the risk of escalating violence and minimizing repeat calls for service.

Duties include, but not limited to;

- Provide emotional and practical support to victims of intimate partner violence or those impacted by it.
- Collaborate with police, court systems, and community resources to create an informed and supportive environment that encourages individuals to come forward and report intimate partner violence.
- Provide support and advice to sworn personnel on matters related to victims' needs, while fostering and maintaining positive working relationships with all divisions within the Hamilton Police Service.
- Provide crisis intervention to victims in office, by phone or on scene as required.
- Provide clear explanation of reporting options and applicable police and court processes.
- Accompany victims during interviews with Investigators.
- Facilitate early intervention with involved parties of non-criminal domestic occurrences that meet the threshold of two calls for service within one week, and/or three calls for service within one month.
- Collaborate with community organizations and service agencies to address victims' needs, including shelter, housing, safety planning, compensation, counselling, and related supports.
- Complete applications for applicable compensation programs and accompany victims to compensation hearings upon request.
- Receive and respond to after-hours calls from team leaders, staff, clients and police personnel.
- Provide police members with feedback on victim-related occurrences.
- Maintain up-to-date working knowledge of the judicial system, victims' rights issues, criminal compensation processes, case management issues and relevant legislation.
- Develop and update resources for HPS to support impacted individuals, and ensure accurate documentation through records management (e.g., Niche, Icon) and case management systems.
- Participate in ongoing program evaluation, support program development, and assist with identifying grant or funding opportunities.
- Prepare statistical reports and complete referrals to the Victim/Witness Assistance Program on behalf of Detectives, as required.
- Provide education and/training to Police personnel, volunteers and community agencies on topics related to victimology, trauma, intimate partner violence and the DVIP.
- Assist and provide support, as required, to the Bilingual Victim Quick Response Program (VQRP) Coordinator to facilitate victim-related requests.
- Work collaboratively within a diverse team of students, police cadets, volunteers and HPS staff to provide comprehensive services to victims of crime and trauma.

- Assist and support the VS Coordinator and VQRP Coordinator with Annual Victim Services Volunteer Training and ongoing professional development training events related to intimate partner violence.
- Review police incident reports involving victim's issues to respond with appropriate action or provide advice to police personnel.
- Perform other duties, as assigned, which are related to the major responsibilities of the job.

Supervisory Responsibilities:

Not applicable.

Working Conditions:

Regular office environment in a secure area of the building.

Physical & Sensory Demands/Dexterity:

Assignments will involve activities such as reading, writing, keyboarding, talking, listening, sitting, walking and standing. In addition, the work is performed at times in an environment with exposure to disagreeable conditions, such as attending scenes of crime and homes in disagreeable conditions, dealing with victims of crime and circumstance and dealing with irate members of the public.

Education:

Minimum three (3) year University degree in a field of Social Sciences or Social Work (e.g. Psychology, Criminology, Legal/Justice Studies and Sociology).

Experience:

Minimum three (3) years full-time practical experience providing trauma informed support and crisis intervention to victims of crime.

Certifications & Licenses:

Valid Class G Driver's License, or the equivalent, with no more than six (6) accumulated demerit points, permitting you to drive an automobile in Ontario with full driving privileges.

Skills & Competencies:

1. Demonstrated short-term counselling and crisis intervention skills with victims of crime and trauma.
2. Proficient in delivering front-line support using a trauma-informed, victim-centered approach.
3. Working knowledge of resources available in Hamilton and surrounding regions to support individuals impacted by intimate partner violence.
4. Excellent communication skills, including verbal, active listening, and report writing.
5. Ability to initiate, promote and facilitate positive victim services initiatives within the Service, demonstrated through networking and team building skills.
6. Ability to work independently with minimal supervision, while being flexible and adaptable to varying work hours.
7. Highly self-motivated, with strong judgment and outstanding interpersonal skills.
8. Demonstrated computer skills with programs such as Word, Excel, case management and online scheduling software.

INTERESTED IN THE POSITION?

Submit your application (i.e. updated cover letter and resume) via email by indicating the posting number in the subject line to recruiting@hamiltonpolice.ca before 11:59 PM on **March 26, 2026**. Please be advised we do not currently use AI technology as part of our screening and selection process.

Interested persons applying must be a permanent resident of Canada/Citizenship, and be able to work within Canada.



Accommodations: Hamilton Police Service is committed to equitable and accessible hiring practices. Accommodation during the recruiting process is available upon request, please let us know should you have any needs.

We thank everyone for their expressed interest and appreciate the time you've taken to submit your application. However, only those selected for employment testing and/or an interview will be contacted.



At Hamilton Police Service, we are committed to a fair and equitable recruitment and selection process. We strive to build, mentor, and retain a highly skilled workforce that reflects the diversity of the communities we serve. By fostering an inclusive and respectful workplace where every member feels valued and has a strong sense of belonging, we strengthen our ability to serve Hamilton with professionalism, empathy, and integrity.

We strongly encourage applications from individuals of diverse backgrounds, including 2SLGBTQIA communities, Indigenous peoples, persons with disabilities, racialized persons, multilingual candidates, and anyone passionate about public service. By joining the Hamilton Police Service, you will play a crucial role in making a meaningful difference in the lives of those who call Hamilton home.

Hamilton Police Service (HPS) is situated upon the traditional territories of the Erie, Neutral, Huron-Wendat, Haudenosaunee and Mississaugas. This land is covered by the Dish With One Spoon Wampum Belt Covenant, which was an agreement between the Haudenosaunee and Anishinaabek to share and care for the resources around the Great Lakes. We further acknowledge that this land is covered by the Between the Lakes Purchase, 1792, between the Crown and the Mississaugas of the Credit First Nation. HPS honours with gratitude this sacred land which, from time immemorial, has been and is home to many Indigenous people from across Turtle Island.