



## First Nation of Na-Cho Nyäk Dun EMPLOYMENT OPPORTUNITY

**COMPETITION #: 9130-23-212-04**

**Position:** **COMMUNITY SAFETY OFFICER**

**Department:** Justice and Governance

**Location:** Government House, Mayo, Yukon

**Status:** Term

**Hours:** 75 Hours Bi-Weekly

**Salary:** \$ 59, 599.00 – \$ 78, 500.00 per year [\$ 30.46 – \$ 40.12 per hour]

**Posting Date:** March 8, 2023

**Closing Date:** April 5, 2023

**Job Description:** <https://www.nndfn.com>

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### THE OPPORTUNITY

This is an opportunity to assist in keeping First Nation of Na-Cho Nyäk Dun (FNNND) citizens safe, and provide a professional, visible and proactive point of contact for citizens in crisis. It is a proactive incentive in responding to incidences to provide support and intervention for our community. It is an essential program in developing and maintaining trust and positive relationships with citizens, partners and stakeholders.

### THE PERSON

This person sees value in a better and safer community through a lens of positive wellness and healthy living. You have patience and empathy in delivering hands-on support and making your presence within our community maintaining professionalism and trust. You are knowledgeable of Aboriginal Peoples history with formal justice, residential and child welfare systems and familiarity with FNNND history, culture, goals and aspirations.

### QUALIFICATIONS

The ideal candidate has a Grade 12 or GED Equivalency Diploma or equivalent training or completion of the Community Safety Officer Training Program. Coursework in conflict resolution, diffusing difficult situations or similar and experience working within the formal justice system in the areas of youth justice, adult protection, corrections, probations or social welfare is an asset.

If you are interested in this opportunity, please inquiries and resumes to:

Karen Clark-Marlow  
Director, Human Resources and Capacity  
First Nation of Na-Cho Nyäk Dun  
Box 220, Mayo, Yukon Y0B 1M0  
E-mail: [hrd@nndfn.com](mailto:hrd@nndfn.com)

***Please note: In order for your application to be considered you must be a resident of Canada. Preference will be given to First Nation of Na-Cho Nyäk Dun Citizens.***

## **First Nation of Na-Cho Nyak Dun (FNNND)**

<b>Position Title:</b>	Community Safety Officer (CSO)
<b>Department:</b>	Justice and Governance
<b>Supervisor:</b>	Director of Justice and Governance
<b>Date:</b>	March 2023
<b>Status:</b>	Regular Indeterminate
<b>Classification:</b>	Level 5

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### **Job Summary**

Reporting to the Community Safety Supervisor (or designate), the Community Safety Officers (CSOs) help keep First Nation of Na-Cho Nyak Dun (FNNND) citizens safe, and provide a professional, visible and proactive point of contact for citizens in crisis. Responsible for developing and maintaining trust and positive relationships with citizens, partners and stakeholders, the CSO will also act as a referral agent and point of contact for external partners and stakeholders.

The position is responsible for proactive involvement for citizens experiencing crisis and responding to incidents to provide support and intervention. You will be a referral to external partners such as RCMP and other supports as appropriate, as well as be involved with investigations and enforcement. Working harmoniously with our citizens, as well other justice-based and inter-departmental staff is essential for the success of the Community Safety Officer position.

### **Main Duties**

- 1) Hands-on support and/or presence within the FNNND community through:
  - a) Patrolling of FNNND lands and positive engagement and communication with citizens;
  - b) Intervention and reporting to crisis, emergency or routine situations that require, or appear to require justice involvement;
  - c) Responding to citizens in crisis – both proactive and reactively – and providing appropriate intervention;
  - d) Conversing with citizens, provide a listening ear and let individuals express their feelings. Define the problem, determine underlying needs and find solutions if appropriate; determine follow-up necessary and what actions will be taken if the conflict goes unresolved; and
  - e) Identify safety concerns, anticipate dangers, and take the necessary steps to protect the safety of self and others.
- 2) Provide liaison support between citizens and other partners (internal and external):
  - a) Providing investigative support to external partners such as RCMP and other security contractors;
  - b) Providing support to citizens and external partners during third party interventions;
  - c) Providing referral to supportive and enforcement agencies for citizens;
  - d) Assist other CSO teammates where and when needed;
  - e) Provide CSO presence/participation within other FNNND departments as requested, such as Recreation or Education;
  - f) Meet with other FNNND departments/units to work on cross-departmental projects or initiatives;

- g) Provide media statements as approved by the supervisor;
  - h) Providing follow up and aftercare to citizens including providing them with community-based supports such as outreach and after care, justice or health.
- 3) Perform administrative duties required for the position such as:
    - a) Tracking shift statistics and submitting to the supervisor for review;
    - b) Documenting interactions and referrals with citizens and outcomes as per policy, ensuring accurate and detailed reports are recorded;
    - c) Provide input into policy and program design and development, coordinate service delivery and contribute to the implementation and evaluation of programs;
    - d) Provide coaching/mentoring to student trainees and/or volunteers as needed;
    - e) Maintain records in an organized and confidential manner for future reference.
  - 4) Maintain professionalism in the role by:
    - a) Properly maintaining and cleaning the employer supplied vehicle per procedures;
    - b) Keeping all tools organized and in good working condition;
    - c) Always represent the Nation in a positive manner, including appearances (clean uniform) and living a healthy lifestyle, being a role model to the youth and Citizens;
    - d) Conducting oneself in a professional manner; being courteous to those in contact with; keeping emotions under control in stressful situations; maintaining stamina and concentration under continuing stress; and
    - e) Maintain continuous professional development such as: attending workshops and information session (in person or online), reading print material and liaising with others in the field to remain current.
  - 5) Other related duties within the scope of program responsibility and incumbent's area of expertise.

## **Qualifications**

### **Education and Experience:**

- Grade 12, Graduation Equivalency Diploma (GED) or equivalent
- Completion of the Community Safety Officer Training Program
- Coursework in conflict resolution, diffusing difficult situations or similar
- Experience working in a client-centered environment with people in crisis (paid or volunteer)
- Experience using computers with proficiency in Microsoft Word, Excel and Outlook
- Experience working within the formal justice system in the areas of youth justice, adult protection, corrections, probations or social welfare is an asset
- Experience working in partnership with other agencies is an asset
- Experience working independently
- Experience working successfully in a First Nation community is an asset.

Personal suitability is critical for success in this role and will be assessed.

Knowledge of Aboriginal Peoples history with formal justice, residential and child welfare systems and familiarity with FNNND history, culture, goals and aspirations is required for success in this position.

This opportunity will allow the incumbent to gain a working knowledge of community justice philosophies, Canadian Criminal Code and Youth Criminal Justice Act, and other justice specific practices in Yukon, and familiarity with National trends.

### **Technical Skills:**

- Shows a strong attention to detail and a focus on quality;
- Resolve work related problems;
- Track, prepare and submit shift statistics and progress reports;
- Ability to perform risk assessments in varying situations keeping in mind various preventative and contingency plans in place;
- Impartial documentation and reporting of incidents;
- Sound ability to handle emergency situations;
- Solid written and oral communication skills;
- Understanding and working knowledge of case management;
- Ability to operate a computer and relevant computer applications (Microsoft Office Suite); as well as common office equipment (telephone, fax, photocopier).

### **Interpersonal Skills:**

- Excellent communication and interpersonal skills to work with a variety of individuals, with the ability to establish and maintain positive professional relationships with staff, citizens and outside partners;
- Strong conflict resolution, counselling and mediation skills;
- Demonstrated moral fitness and ethical standards;
- Organizational and time management skills;
- Effective skill and ability to handle a demanding and stressful work environment;
- Ability to exercise and apply good judgement, discretion, tact and diplomacy;
- Solid understanding of holistic principles & values with a respect for, or participation in, traditional pursuits; and
- Patience and empathy in dealing with stressful and emotional situations; ability to keep emotions under control and restrain negative actions when provoked, when faced with opposition or hostility from others, or when working under conditions of increasing levels of stress.

### **Impact / Accountability**

Under the direction of the Community Safety Supervisor, this position is accountable for the efficient and effective implementation of the duties and responsibilities assigned within the parameters of FNNND policy, departmental plans, priorities and the allocated budget. Remaining current with the Nations priorities and commitments specific to community justice issues is essential. Failure to maintain harmonious relations and represent the interests of FNNND may negatively impact department program and service delivery and the reputation of the Nation.

The effects of the decisions made by the Community Safety Officer regarding services and decisions provided has a direct impact on citizens, workflow, information sharing, partnerships and on the overall goal of promoting and supporting community safety and well-being within FNNND.

### **Decision Making**

Priorities and objectives for this position are developed in conjunction with the Director of Justice and Governance and Community Supervisor, with the goal of promoting and

supporting community safety and wellness within FNNND. The incumbent works as a team but is individually responsible for delivering the program on the basis of established priorities, and ensuring program delivery needs for assigned area(s) are met. Day-to-day direction is provided as needed from the Community Safety Supervisor, but the incumbent is expected to accomplish the requirements of the position with minimal supervision.

Policies and procedures are in place to assist and guide, the incumbent must use independent judgement and seek direction from the supervisor as necessary in resolving issues not easily resolved through the application of these policies. In certain high-stress situations, the incumbent will have to make independent judgement calls without guidance or supervision.

**Key Personal Contacts and Nature of Contacts:**

<b>WHO</b>	<b>NATURE OF CONTACT</b>
<b>Contact</b>	<b>Nature of Contact</b>
Director of Justice and Governance	Lead of program and development.
Community Safety Supervisor	Immediate supervisor; to receive direction and guidance, scheduling, and reporting authority.
FNNND Staff	To participate in planning, receive updates and reports, consult, and coordinate program delivery and information exchange.
RCMP/ SCAN/BYLAW Representatives of conventional court system	To exchange information and assist in coordination of activities; maintenance of liaison relationships.
Inter-Departmental staff	To exchange information & problem solve; participate on work teams. Develop and maintain positive professional relations.
FNNND Elders, Citizens and community	To help create awareness of programs, services, counselling and referrals; provide appropriate interventions and promote positive engagement and communication.

**Positions to Supervise**

- May assist in mentoring/ coaching student trainees and volunteers.

**Working Conditions**

The Community Safety Officers will primarily work on FNNND territory and be travelling by vehicle or foot. They will also have access to an office for administrative duties and to check in for duty the beginning and end of their shift. This office is shared with other staff.

Work will be carried out within the FNNND community, Village of Mayo and FNNND traditional territory. The CSO's often respond to emergencies within the community and traditional territory and may be subject to occasional overtime and call-in work as needed.

Due to the nature of the position, some shift work may be required overnight, and outdoors in varying weather conditions year-round. The incumbent must be physically able and willing to work in all these scenarios. Keeping a safety-conscious mindset is paramount for both travelling by foot and vehicle in these conditions.

The work associated with this position is demanding mentally, emotionally and physically. The incumbent may experience anxiety from time to time and should be able to effectively manage stressful situations and respond to crisis situations with the tact and diplomacy necessary to diffuse potentially or overtly volatile situations. There is potential for verbal or physical abuse from citizens, some of which may be under the influence or dealing with addictions of substance/s and many of whom have suffered trauma, direct and indirect intergenerational effects of residential school. The position is required to deal with dissatisfied citizens on occasion who may be struggling with their own spirituality, beliefs and values, which may in turn conflict with the incumbent's personal values and spirituality.

### **Conditions of Employment**

- Must be able to attain and maintain a security designation.
- Must have and maintain a Class 5 driver's license and driver's abstract.
- Standard First Aid & CPR-C (Remote/Wilderness First Aid an asset).

**This job description accurately reflects the current job duties. Please note that the job duties are subject to change based on organizational needs.**