



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

**COMPETITION #: 9130-23-215-03**

**Position:** **COMMUNITY SAFETY SUPERVISOR**

**Department:** Justice and Governance

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

**Status:** Term

**Hours:** 75 Hours Bi-Weekly

**Salary:** \$ 71, 248.00 – \$ 94, 072.00 per year [\$ 36.41 – \$ 48.08 per hour]

**Posting Date:** March 8, 2023

**Closing Date:** April 5, 2023

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

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### THE OPPORTUNITY

Fulfilling the day to day administration and delivery of a culturally appropriate Community Security and Safety Initiative for the community of the First Nation of Na-Cho Nyäk Dun (FNNND) this is a great opportunity to implement effective and efficient community safety and security programs in the FNNND community and oversees the management of the Community Safety Officer program. It is an opportunity to provide advice and assistance to community and citizens on safer community, policing and justice related matters. It is an advantage to foster positive relationships and partnerships through liaising and collaborating with agencies who are working with FNNND including Yukon Government, Canada/Federal Government, the RCMP, Village of Mayo and other non-government organizations.

### THE PERSON

The successful candidate will have knowledge and familiarity with community justice philosophies, codes and acts of the Yukon and likes working in the formal justice system in the areas of youth justice, adult protection, corrections, probations and community wellness. This person has the enthusiasm, patience, empathy and ability to foster positive relationships and partnerships through liaising and collaborating with community and agencies who is 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 diploma in Criminology, Law/ Aboriginal Justice or equivalent with a minimum of 5 years of successful experience related to criminal and/or restorative justice. Facilitation skills and experience leading meetings, delivering training, and providing access to professional development. Experience working in partnership with other criminal justice agencies, First Nations and the RCMP in a First Nation community is an asset. The candidate must have the ability to exercise and apply good judgement, discretion, confidentiality, tact and diplomacy with patience and empathy in dealing with stressful and emotional situations.

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 Supervisor        |
| <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 7                            |

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### **Job Summary**

Responsible for the day to day administration and delivery of culturally appropriate Community Security and Safety Initiative for the community of the First Nation of Na-Cho Nyak Dun (FNNND), the incumbent is responsible for the implementation of effective and efficient community safety and security initiatives in the FNNND community; to foster positive relationships and partnerships, and day to day supervision of the Community Safety Officer program.

The incumbent will work to foster positive relationships and partnerships through liaising and collaborating with agencies who are working with FNNND including Yukon Government, Canada/Federal Government, the RCMP, Village of Mayo and other non-government organizations. Maintain a referral networks and ensure active and effective management of the Community Safety Officer program.

The position is responsible for providing advice and assistance to community and citizens on safer community, policing and justice related matters. Working harmoniously with other justice-based and inter-departmental staff is essential for the success of established and projected justice initiatives that the Community Safety Supervisor is responsible for implementing and monitoring. Staff supervision and management is also a component of the position.

### **Main Duties**

- 1) Researches, implements and delivers the actions/ recommendations of a Community Assessment plan; as well as the Crime Prevention through an Environmental Design Report. This includes:
  - Implementing the work plan with realistic, time framed priorities and reporting on progress, including providing recommendations for modification of the plan as required;
  - Tendering static infrastructure and physical security upgrades and supervising and reporting on the completion of work;
  - Maintaining a set-schedule working group with partner and peripheral agencies, including FNNND, Village of Mayo, Safer Communities and Neighbourhoods (SCAN), Corrections Services Canada and Royal Canadian Mounted Police (RCMP).
- 2) May participate in and monitor a Housing Re-integration process and work actively with applicable departments and Citizens.
- 3) Continue the ongoing development and delivery of the Community Security and Safety Initiative, including:
  - Ongoing development of policies and procedures;

- Procuring as necessary, office, transportation, working tools, vehicles and equipment;
  - Managing all maintenance contracts for tools, equipment, and transportation vehicles and insurance;
  - Developing job descriptions, in consultation with the supervisor and Human Resources, for all roles associated with the Safety Officer initiative.
- 4) Program evaluation and reporting. This includes:
- Preparing summaries, briefing notes and reports as required for current and future community safety programs and initiatives;
  - Ongoing implementation of recommendations from the Community Assessment, Crime Prevention through Environmental Design Report, and Community Security and Safety Initiative as it is developed;
  - Maintaining and compiling monthly, quarterly and annual statistics, demographics and trends related to justice-based services;
  - Leading project evaluations and contributing to other documents as is required.
- 5) Supervision and management of staff. This includes:
- Ensuring staff comply with all policy and procedures specific to work including but not limited to occupational health and safety and human resource policies, community safety officer procedures;
  - Scheduling of staff to meet operational needs;
  - Holding regular staff meetings to ensure projects are on track, solve discrepancies and to coordinate activities;
  - Communicating and evaluating performance expectations, approving training requests.
  - Acts as a mentor to staff for developmental opportunities.
- 6) Acts in the event of a community crisis, disaster or tragedy (fire, death, critical incident) by providing emergency crisis support and inquiry services. Participates as a member of the essential services response team by liaising and coordinating with RCMP, fire, rescue, emergency medical services/ambulance as directed; coordinating emergency services with other FNNND Departments (i.e. health, social and wellness, social assistance), inter-department staff and with other community agencies as is necessary. Reporting or briefing specific to the crisis for leadership, staff and the community.
- 7) Participates as a member of the departmental team by assisting in developing strategic plans, in preparing annual departmental work plans and annual activity reporting, leading and participating in staff and administrative meetings. Ensures adherence to FNNND information and record management regulations, policies and procedures, maintaining client confidentiality at all times.
- 8) Develops and maintains a broad network of contacts and positive relations with other governments and agencies, boards and committees, and the private sector as they apply to justice programming and management. Represents the Nation on various working groups and committees, including exchanging information and managing joint projects. Reviews a variety of materials which may have community safety and provides comments and input to working group/committee members.

- 9) Ensures adherence to FNNND information and record management regulations, policies and procedures, maintaining confidentiality at all times.
- 10) Develops and delivers a variety of workshops/presentations to leadership, community, special interest groups on security and safety-based initiatives.
- 11) Operate and ensure the regular maintenance a vehicle supplied by FNNND.
- 12) Performs other activities and duties as directed within the position's mandate and expertise under the direction of the Director of Justice and Governance.

## **Qualifications**

### **Education and Experience:**

- Diploma in Criminology, Law/ Aboriginal Justice or equivalent with a minimum of 5 years of successful experience related to criminal and/or restorative justice.
- Minimum of 5 years' experience in community security, law enforcement or similar field.
- Successful experience working within the formal justice system in the areas of youth justice, adult protection, corrections, probations and community wellness.
- Working knowledge and practical application of community justice philosophies, Canadian Criminal Code and Youth Criminal Justice Act, and other justice specific practices in Yukon, and familiarity with National trends.
- Facilitation skills and experience leading meetings, delivering training, and providing access to professional development.
- Successful experience with staff supervision and management.
- Experience working in partnership with other criminal justice agencies, First Nations and the RCMP.
- Knowledge of and experience working successfully in a First Nation community is an asset.
- 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 is not a development opportunity.**

### **Job Requirements:**

- Willingness to work "shift-work", including weekends and holidays.
- Willingness to wear uniform if required
- Must be able to attain and maintain an Enhanced Reliability security designation.
- Must have and maintain a Class 5 driver's license and clean driver's abstract.
- Must be physically fit and have the physical capacity to perform the duties necessary of Community Safety Officers in the environment and conditions of the FNNND settlement and non-settlement lands.

### **Technical Skills**

- Solid written communication skills including proposal and report writing skills
- Policy and procedure development skills
- Project management and coordination skills including design and implementation abilities
- Understanding and working knowledge of case management

- Capacity to handle emergency situations and resolve work related problems
- Requisition or order materials, equipment and supplies
- Establish work schedules and procedures
- Co-ordinate activities with other work units or departments
- Ability to operate a computer and relevant computer applications (Microsoft Office), as well as common office equipment (telephone, fax, photocopier)

**Management and 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, colleagues and clients
- Management skills; the ability to effectively support future staff in job duties, safety & company policy; to supervise, evaluate, co-ordinate and schedule the activities of workers
- Effective organizational and time management skills
- Conflict resolution, counselling and mediation skills
- Demonstrated moral fitness and ethical standards
- Co-ordination and facilitation skills
- Ability to exercise and apply good judgement, discretion, confidentiality, tact and diplomacy
- Patience and empathy in dealing with stressful and emotional situations.

**Impact / Accountability**

Under the direction of the Director of Justice and Governance, this position is accountable for duties and responsibilities assigned within the scope of work. Remaining current with FNNND 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.

**Decision Making**

Priorities and objectives for this position are developed in conjunction with the Director or Justice and Governance, with the goal of promoting and supporting community security, safety and wellness within FNNND settlement and non-settlement lands. The position functions with a great deal of autonomy.

The incumbent works independently in planning and achieving established priorities, determining work methods and process, and ensuring program delivery needs for assigned area(s) are met.

**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                                | Immediate supervisor; to receive direction and guidance, consult on program related decisions and provide updates and reports. |
| RCMP/ SCAN/BYLAW and Representatives of conventional court system | To exchange information and assist in coordination of activities; maintenance of liaison relationships.                        |

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|--|--|
| Inter-Departmental staff                               | To exchange information & problem solve; participate on work teams. Develop and maintain positive professional relations   |
| FNNND Elders and Citizens and Community                | To help create awareness of the programs and services; counselling and referrals.  |
| Yukon First Nations and Council of Yukon First Nations | Program information exchange; collaborate with Yukon First Nations and CYFN in program design, development and delivery; coordinate activities and discuss family & child issues.                |
| Yukon and Canada Government Officials                  | Coordinate service delivery; and assist in coordination of activities. Consult on intergovernmental services and supports, maintenance of liaison relationships and advisory networks as needed. |
| Non-government Organization                            | Information exchange; maintenance of liaison relationships and advisory networks as needed.  |

### **Positions to Supervise**

- Safety Officers
- Student trainees and volunteers

### **Working Conditions**

The Community Safety Supervisor will be located in an office environment, sharing space with staff. Most of the work will be carried out within the FNNND community, settlement and non-settlement land and Village of Mayo.

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 and emotionally charged situations. The incumbent will respond to crisis situations and will be subject to situations whereby individuals will be verbally or physically assaultive. Training, debriefing and other measures will be in place to assist with dealing with these situations.

The incumbent will have the tact and diplomacy necessary to diffuse potentially or overtly volatile situations. Physical and emotional fitness for the work is required.

### **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.
- Medically fit for work.

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