

Job Description – Community Safety Officer

Community safety is concerned with achieving an enhanced sense of safety and wellbeing in a culturally appropriate manner respectful of all community members.

Position Summary

Under the general direction of the Senior Administrative Officer [SAO], a Community Safety Officer [CSO] will work in collaboration with community members, ADK First Nation, local agencies, and organizations in implementing strategies and initiatives to prevent crime and help create a safe living environment. The strategies should encourage working on mutual priorities and ensuring council established strategic objectives are tackled at the local level.

Considerable leadership skills will engage and motivate community members to work together towards a safer community with reduced crime. It is not only about reducing and preventing crime but building a strong cohesive vibrant involved community. Aligning resources will have a far bigger impact on crime.

An Officer must live by example be of good character and live by example.

Core Responsibilities

Provide a physical and visible presence in the community.

- Conduct regular patrols.
- Provide contact information.
- Communicate the objectives of the program.
- Attend community events and meetings.

Respond to public concerns

- Immediately respond to non-criminal safety concerns raised by residents, agencies, and council.
- Report back to complainant on the response.
- Communicate and interact effectively with multiple stakeholders in service delivery.
- Prioritize issues raised by public.
- Explain processes to complainant to further address their concern.

Provide a safe environment for community residents.

- Raise awareness of the community safety.
- Identify situations where there is a safety concern.

Job Description –Community Safety Officer cont.:

Page 2 of 3

- Obtain a collaborative commitment to address safety concerns.
- Providing and safe ride home for vulnerable people
- Assisting in finding safe accommodation.
- Assist and communicate with elders to ensure their safety.
- Connect social assistance providers with persons in need.

Education

- Promote awareness of safety issues and concerns.
- Promote safe practices for vehicles, boating, and ATV's.
- Provide information on assistance for victim and social services.
- Provide information on pet care and safety.

Promote and Build community relationship with the RCMP.

- Meet with members to review issues effecting community safety.
- Share information
- Look at ways to better collaborate to achieve each other's priorities.

Develop and implement community safety initiatives.

- Prioritize initiatives that meet the strategic objectives of council.
- Collaborate with high-risk groups such as elders and youth to develop initiatives that are responsive to their prospective and needs.
- Identify how these groups will participate in initiative development.
- Oversee a range of innovative work that will reduce crime and anti-social behavior.
- Participate in the development of a community safety and Well-Being Plan.
- Access external funding for community safety initiatives.
- Collaborate with ADK First Nations and other agencies and partners so that mutual priorities can be met.

Participate as a member of the Hamlet Emergency Response Committee [HERC]

- Conduct regular patrols of the community during an event.
- Ensure residents are aware of specific emergency response.
- Identify and report safety issues to the HERC.
- Assist in the protection of property during an event.
- Participate in Emergency Response Exercises.

Manage all required safety program documentation.

- Maintain files of all officer logs and event reports.
- Prepare a monthly report on program activities.
- Submit necessary reports to Government Agencies.
- Administer the Community Safety Officer Program.

The Community Safety Officer will have:

- Strong interpersonal and leadership skills.
- A genuine enthusiastic desire to help community members.
- Awareness, open to, and respectful of diverse cultures and practices
- Ability to effectively interact and respond to the needs of a diverse community.
- Strong ethics.
- A healthy lifestyle.
- The ability to be diplomatic and tactful.
- Excellent communication skills both, verbally and in writing.
- Adept at organizing and running projects.
- Good at negotiating with others and influencing them.
- A valid driver's licence. (Class 5)
- The ability to pass a Vulnerable Sector Check