



Muskoday First Nation Job Posting

Surveillance Worker – Full-Time

Reports To

MFN CEO

Job Summary

Under the direction of MFN CEO, the Surveillance Worker protects the Assets of Muskoday First Nation from internal and external threats throughout the community cameras. Responsibilities include Observing and recording daily of all work centers and community as a whole, Communications flows smoothly with the Community Safety Officers and the RCMP. Handling other tasks as required.

Competencies

- Organized
- Decision Making
- Communication
- Problem Solving
- Strategic thinking
- * Excellent legible printing/writing
- * Adapting to change
- * Results Orientated
- * Working with others
- * Health and Safety Leadership

Job Duties

- Ensures all surveillance equipment is operating at start of shift, during shift and completion of shift.
- Maintains all logs and ensures accuracy of log entries.
- Maintains Confidentiality.
- Reports all incidents observed on shift to the Justice worker or to the on-shift Surveillance Supervisor.
- Works in full cooperation with the Community Safety Officer Department and the RCMP.
- Follows established Rules, Policies and Procedures.
- Shift work – Hours of operation are 24 hours a day / 7 days a week. 8-hour shifts.
- Answers calls from the MFN Community.
- Complete all daily audits of department activity, duty logs and cooperate with departments during any investigations.
- Respond immediately to any activities that appear unusual or suspicious.
- Other duties assigned by management.

Job Requirements

- High School Diploma / GED.
- Dependable and responsible.
- Customer and Personal Service.
- Communicating effectively in writing.
- Judgment and Decision Making.
- Successful candidates must pass Criminal Record Check.
- Must have own transportation to get to and from work.
- Minimum of 6th months surveillance experience preferred.
- Knowledge of CCTV system would be an asset.
- Experience with Microsoft Office Programs such as word and excel is a must.
- Must be able to stand, sit or walk for extended periods of time.
- * Excellent Verbal and written communication.
- * Role model for the MFN community.
- * Social Perceptiveness.
- * Critical Thinking.

Work Conditions

- Interaction with management.
- * Working weekends and evenings.

Application Process

End date of posting, apply on or before: August 21st, 2024

Send applications/resumes to: Ernie Dreaver - MFN Human Resources Officer

Email: resume@muskodayfn.ca

- Muskoday First Nation would like to thank all the candidates for expressing their interest in this new division. However, the candidates selected for interviews will be contacted after August 3rd, 2023.