



MUSKODAY FIRST NATION
CAREER OPPORTUNITY
Full-Time Permanent

Community Safety **Officer**

Muskoday First Nation (MFN) is seeking for a qualified individual to join the Community Safety Officer (CSO) Division. The primary goal will be to provide high priority/low risk harm services. They design and coordinate projects to reduce crime and disorder and respond to specific problems affecting MFN Community. Community Safety Officers will serve the MFN and provide services to local entities including the RCMP, MVFD, and rescue squads. They also provide public safety and law enforcement services at MFN Community events, MFNCS, etc. The CSO will provide these services on a rotational shift basis, based on the needs of Muskoday First Nation. The CSO will primarily report to the Justice Coordinator.

Job Duties:

The following duties are only a representative summary of the primary duties and responsibilities. CSO's may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Encourage public safety:
 - Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; reporting trespassers;
 - Secures premises by patrolling property; inspecting buildings, and access points;
 - Obtains help by sounding alarms;
 - Patrol the community, buildings, while looking and reporting on signs of hazards, disturbance, or crime;
 - Controls traffic by directing drivers when necessary;
 - Will liaise with schools and community groups, and attend required functions in MFN;
 - Ensure safety protocols and procedures are followed, informing public and employees of Health & Safety Restrictions when required;
 - Coordinate emergency situations to provincial or federal law enforcement as required;
 - Assist with security at special events and community gatherings;
 - Respond quickly and appropriately to calls or crisis situations, ensuring appropriate authorities are altered.
- Ensure communication with the Justice Coordinator of pertinent information regarding community safety & security matters:
 - Completion of Daily/ Shift reports;
 - Partake in daily briefings at the start of shifts to inform Supervising CSO;
 - Report any CSO vehicle maintenance needs, ensuring pre-trip and post-trip inspections are conducted daily, including daily refueling of CSO truck;
 - Monitoring surveillance reports;
 - Recording observations, information, occurrences, and surveillance activities;
 - Interviewing witnesses; obtaining signatures.
- Adhere to all Security and MFN Policies and Procedures, and Protocols.
- Partake in additional training. Self-aware of training needs, identify training gaps.
- Ensure that adequate PPE & First Aid kits are replenished and available.
- Maintains organization's stability and reputation by complying with legal requirements.
- Collaborate with provincial or federal law enforcement authorities as needed.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of public safety and security procedures/protocols.
- Knowledge and application of investigation and apprehension principles.
- Surveillance skills and ability to write detailed reports.
- Knowledge and application of investigation and apprehension principles.
- Mental Clarity – fully active and engaged clarity to work through problems and stay productive throughout the day. Sharp memory recall, quick thinking, and unclouded judgement.
- Integrity and professionalism.
- Confidentiality.
- Ability to deescalate situations to come to a positive outcome.
- Must be able to work irregular hours including evenings, nights, weekends, and holidays.
- Must have the ability to work well with people and work with minimal supervision.

Requirements

- Officer/Security training endorsed by a recognized training facility or institution;
- Must have First Aid and CPR;
- Valid Class 5 Saskatchewan Driver's license and be successfully added to the MFN SGI Package Policy;
- Must be able to work irregular hours including evenings, nights, weekends, and holidays;
- Exceptional Verbal and Written Communication;
- Ability to work with minimal supervision.

Successful Candidate Must:

- Present Grade 12 transcripts
- Pass a clear and current "Live fingerprint scan"
- Present a clean three (3) year driver Abstract.
- Must pass the SOPAT Training:
 - A training program has been developed with Sask Polytechnic for the enforcement training. The candidates must successfully complete this training as a pre-requisite for the Community Security Officer. Aspects of the test are as follows:
 - **Agility Run** – CSO's may need to re-position quickly in reaction to aggressive person(s) or animal(s), or a motor vehicle during a traffic stop.
 - **Pull/Push Station** – CSO's push or pull open doors, gates, a person to gain or maintain control while being able to move or change direction.
 - **Vault Station** – CSO's may need to move quickly over objects, fences, ditches, and vehicles to get to safety.
 - **Weight Carry** – CSO's are required to lift heavy objects (scales, spare tire), remove others from danger, and assist EMS or Fire.

Work Conditions:

- Proper PPE & uniforms to be worn at all times.
- Added weight when in uniform.
- Working in all weather conditions.

APPLICATION PROCESS

Posting Ends: September 3rd, 2024 at 4:30 pm

Please submit your resume, cover letter along with three (3) work references to:

Ernie Dreaver-MFN Human Resources Officer **Email: resume@muskodayfn.ca**

- ❖ *Muskoday First Nation appreciates the interest of all applicants; however, only those selected for an interview will be contacted.*
- ❖ *Late applicants will not be accepted.*