



WHITECAP DAKOTA FIRST NATION

EMPLOYMENT OPPORTUNITY

COMMUNITY SAFETY OFFICER

Whitecap Dakota First Nation is actively recruiting for the position of Community Safety Officers (CSO). We are seeking certified Community Safety Officers to join our team to help ensure safety within the community of Whitecap. Located just 20 minutes south of Saskatoon, we are a modern and progressive First Nation.

POSITION SUMMARY

In accordance with standards of the Whitecap Dakota First Nation (WDFN) the Community Safety Officer Program will be responsible for maintaining a safe and secure environment for the First Nation's community members, premises, assets, and personnel by providing a uniformed presence within the community.

They can also liaise with schools and community groups, engage in the enforcement of certain provincial statutes, and attend scenes of minor property offences or complaints. CSO's will work along side members of the Royal Canadian Mounted Police to ensure that Whitecap offers a safe and secure community to residents and visitors alike.

DUTIES

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by Community Safety Officers, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. In accordance with standards of the WDFN and reporting to the WDFN Chief of Police, the Community Safety Officer will:

- Secures premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points; permitting entry;
- Obtains help by sounding alarms;
- Prevents losses and damage by reporting irregularities; informing violators of policy and procedures; reporting trespassers;
- Controls traffic by directing drivers when necessary;
- Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures;
- Maintains environment by monitoring and setting building and equipment controls;
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; evaluating equipment;
- Patrol the community, buildings, and perimeter, looking and reporting on signs of hazards, disturbance, or crime;
- Respond quickly and appropriately to calls or crisis situations, ensuring appropriate authorities are alerted;

- Ensure safety protocols and procedures are followed, informing the public and employees of Health & Safety Restrictions when required;
- Escalate emergency situations to provincial or federal law enforcement as required;
- Collaborate with provincial or federal law enforcement authorities as needed;
- Perform First Aid or CPR; and,
- Performs other duties as assigned.

SKILLS AND QUALIFICATIONS

- Successfully completed the Saskatchewan Community Safety Officer Course
- Successfully completed the Sheriff Officer's Physical Abilities Test (SOPAT) as arranged by the ministry.
- Successful completion of Grade 12 with Transcript
- Have no criminal record (outstanding charges)
- Be of good character
- At least 18 years old
- Be of sound mind and good character
- Must possess a valid Class 5 Saskatchewan Driver's license

EMPLOYMENT TYPE: Full-Time Term (April 22, 2024)

SALARY AND BENEFITS:

Salary is based on qualifications and experience

APPLICATION PROCESS

Applications must include a recent Criminal Records Check with Vulnerable Sector Check. A copy of their valid High School Transcripts showing successful completion of Grade 12, and proof of successful completion of the Saskatchewan Community Safety Officer training Course.

Submit cover letter and resume by email to:
mstdenys@whitecapdakota.com

APPLICATION DEADLINE

Monday, January 16, 2023

WDFN encourages all applicants to come forward and submit an employment application. We wish to thank all applicants for their interest. Only candidates selected for interviews will be contacted.

