



Employment Opportunity

Cadet Member

(ISETP Partnered On the Job Training to Employment Opportunity)

Duration: 1 year contract

Salary: In accordance with APS Salary Grid

Deadline to Apply: Friday, January 28, 2022 4:30PM

PURPOSE:

To assist with APS Law Enforcement Officer duties to assist with alleviating workload while providing valuable experiences to Cadet(s).

KEY RESPONSIBILITIES:

Under the supervision of an assigned member designated by the Detachment Commander a Cadet member shall be able to:

1. Accompany a uniform member and/or foot patrol; in conducting RIDE, seatbelt checks or traffic control.
2. Utilize APS mobile workstations; assist with Frontline paperwork, bail packages, court documents (including SCOPE).
3. Assist frontline members in the creation of new partnerships with local organization and community stakeholders to promote crime prevention; assist with sustaining current elementary school programming and assist in providing presentations on relevant topics in the community.
4. Assist with community events, special event and parades.
5. Assist as per policy in the following situations; uniform member with crowd control; traffic control, and other assigned duties; assist a frontline officer with prisoner transportation, and with Marine Unit Duties.
6. As per Cadet SOP: assist with court administrative functions, fingerprinting and view court proceedings under the direction of an assigned member.
7. Assist with working the front desk at detachment including: assist with completing criminal record checks at detachment; answering public inquires; collecting information to forward for investigation; completing minor police reports (e.g. lost and found property); assist with the lodging, returning and disposal of property both in NICHE/RMS and detachment vaults; assist at Collision Investigation centres; assist with police vehicle maintenance.
8. Maintain accurate record of activities (e.g. NICHE RMS reporting and a daily journal which is thoroughly and chronologically details experiences, investigations or events attended during each duty period).
9. Maintain uniform and equipment in accordance with Police Orders and the Cadet SOP.

10. Participate in basic Cadet training and complete in-service training approved and/or facilitated by the Regional In-Service Training Unit annual (if required).
11. Assist with other duties approved by the Detachment Commander which benefit the Cadet through the Cadet Mentorship program and comply with the Cadet SOP's.
12. Other duties as assigned.

QUALIFICATION REQUIREMENTS

The position requires the successful candidate to have:

- Grade 12 Diploma
- A valid G license or equivalent.
- Standard first Aid/CPR level C;
- Must be able to pass a background security investigation;
- Eligible for Nipissing First Nation Employment & Training Programs

KNOWLEDGE OF:

- The application of APS policies, procedures, practices, methods and techniques relating to generalist policing services as well as relevant legislation, policies and programs as they apply to the duties of a police officer, such as the Criminal Code, Highway Traffic Safety Act, Occupational Health and Safety Act, Workplace Safety and Insurance Act, Freedom of Information and Protection of Privacy, Police Orders.
- Organizational skills to meet deadlines and prioritize work responsibilities.
- Skill to utilize job-related equipment (such as telecommunication & computer systems).
- Skill in self-initiated learning to keep abreast of changes in Law Enforcement policy and best practices.
- Knowledge of Microsoft Word, Excel, etc. and Niche RMS to draft reports as required.

INTERPERSONAL AND COMMUNICATION SKILLS:

- Skill in written and oral communication to write and communicate clearly and concisely to both internal and external stakeholders.
- Interpersonal skills to make conscious effort to establish and build rapport with community members and to provide courteous and professional support and assistance in a sensitive and effective manner with all members of the community regardless of social or racial origin, age or sex.
- Ability to build, manage and sustain respectful relationships and partnerships with stakeholders to assist in the promotion of community safety initiatives and programs.
- Team building skills and cooperation to participate willingly in team decisions, keep other team members informed, show respect for others, value others' input and show willingness to learn from others.

JUDGEMENT AND DISCRETION:

- Performing duties in a professional and ethical manner.
- Problem solving and analytical skills and ability to draw on personal experience, knowledge and training to problem solve complex situations and ability to make decisions that are fair, impartial and balance the interests of all concerned.
- Plans and prioritize own work on a daily basis.

RESPONSIBILITY FOR THE WORK OF OTHER EMPLOYEES:

- This position does not have any responsibility for the work of others.

PHYSICAL AND SENSORY DEMANDS:

- Some standing and walking while responding to walk-in inquiries and performing office functions. Bending stretching and lifting required when performing office functions or assisting an assigned member daily.

WORKING CONDITIONS:

- Works in a standard office environment or assisting a frontline member with exposure to sometimes irate or distraught visitors and members of the public.

APPLICATION REQUIREMENTS

All applicants must complete and submit the following forms:

- [Self-Assessment Questionnaire \(OACP CSS 00497\)](#)
- Cover Letter; Resume; and three (3) reference letters
- OACP Certificate of Results **Employer will assist on obtaining**
- First Aid & CPR Certificate
- High School Graduation Diploma
- [APS Application for Employment Form](#)
- [Completed Medical and Vision Forms](#)
- [Consent and Release of Liability Form](#)
- [ISETP Client Data Form](#)
- [ISETP Consent to Access & Release of Information Form](#)
- Any other documentation you wish to have considered

Applications can be submitted to:

Thomas Lambert
Manager Employment & Training
36 Semo Rd
Garden Village ON, P2B 3K2
705-753-6985
thomasl@nfn.ca

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Only those who qualify for an interview will be contacted.