

Community Inclusion Team Coordinator Civilian Position



Thunder Bay Police Service

The Thunder Bay Police Service is a mid-sized Ontario service located in Northwestern Ontario serving the communities of Thunder Bay and Oliver Paipooonge with approximately 330 Sworn and Civilian members.

We are seeking a creative and culturally aware professional to plan and coordinate the activities and initiatives of our Community Inclusion Team. Our ideal candidate will have experience working in a culturally diverse environment and possess the ability to initiate, develop and maintain connections with Indigenous communities, community members and organizations while demonstrating respect for people of varying cultures and backgrounds.

We offer a competitive salary as well as the OMERS pension plan and an expansive benefits package.

The Community Inclusion Team Coordinator is responsible for assisting the Community Inclusion Team in identifying, developing, implementing and delivering culturally appropriate services to community members and groups including Indigenous peoples to strengthen relationships across Thunder Bay and to enhance opportunities for the TBPS to connect with and provide services to Indigenous peoples and others in the area. Working with the CIT, the Community Inclusion Team coordinator will develop, initiate and maintain existing connections with Indigenous community members, organizations and communities including Fort William First Nation.

Duties and responsibilities of the position include:

1. Review, develop, implement and coordinate activities, tasks, projects and actions, providing written progress reports as required, making significant contribution towards the implementation of the CIT Community Engagement Plan;

2. Develop and implement policies, procedures, metrics and communication to increase internal and external awareness and assist CIT members to provide a range of appropriate relationship services and support to the Indigenous and other communities;
3. Take a lead role in creating a culturally responsible work environment;
4. Take a lead role in volunteer coordination within the unit;
5. Work towards improving the TBPS services provided to the Indigenous community, in collaboration with the Community Inclusion Team, Indigenous Liaison Officers;
6. Locate professional development training for staff that supports diversity initiatives for training;
7. Collaborate with Human Resources and other internal members as required to communicate the needs of the Indigenous and other communities and follow requirements laid out in the overall diversity training plan;
8. Represent the TBPS on relevant committees;
9. Develop and encourage local community and strategic partnerships in collaboration with the Community Inclusion Team;
10. Identify and coordinate the CIT stakeholders in the local community to support Indigenous and other community relationships;
11. Seek out appropriate network/partnership opportunities which increase the TBPS presence at events and functions within the city and coordinate events and volunteers;
12. Take a lead role in identifying, developing and coordinating new events to continue to connect the TBPS services with the Indigenous and other communities across the city and within northern communities in collaboration with CIT members;
13. Create presentations that officers can use for events in the community;
14. Produce detailed, accurate and comprehensive reports;
15. Research training, events, trends and other police service approaches and provide recommendations on appropriate engagement of the TBPS to Indigenous and other communities;
16. Performs all additional duties as required and other duties as assigned.

Qualifications:

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- Post-secondary degree in a related field or an equivalent combination of education, training and experience;
 - Demonstrated knowledge and understanding of Indigenous and other communities, their needs and relationships;
 - Demonstrated capacity to learn and utilize knowledge obtained about an organization, to communicate, engage and connect a wide range of services to external clients and communities;
 - Excellent written and verbal communication skills and interpersonal skills;
 - Demonstrated ability to be creative and to translate new ideas into practical workplace initiatives;
 - Ability to use Microsoft Office Suite programs;
 - Hold a current Ontario Class G driver's license.
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Assets:

Previous experience working in a culturally diverse policing environment;

Ability to speak Ojibway, Oji-Cree or Cree.

Conditions of Employment:

Must take Oath of Secrecy and undergo Security Clearance

Must work and attend meetings/events outside of regular working hours

May be required to travel from time to time and provide own transportation

Qualified applicants are invited to submit a cover letter and resume referencing the position title electronically to: <https://www.thunderbaypolice.ca/apply-position> or by mail to Human Resources, Thunder Bay Police Service, 1200 Balmoral Street, Thunder Bay, ON, P7B 5Z5 by 4:00 p.m. **Friday, May 29, 2020.**

We are an equal opportunity employer and encourage diversity in our workplace. Accommodation is available for applicants with a disability.

We thank all applicants for their interest however, only those candidates that are selected for an interview will be contacted.