

JOB POSTING DETAILS

Job Title	Community Mobilization Assistant	Job Type	NA
Job ID	3116	Duration	CONTRACT - THREE (3)
Date Posted	November 25, 2021	Location	M'Chigeeng
		Closing Date	December 17, 2021

Job Overview - Description & Duties

The Community Mobilization Assistant position is established to fulfill the requirements of the project implementation plan for the Lighting the Fire Within project. This position is a 3-year contract position that is funded through the Ministry of Women and Gender Equality. The Community Mobilization Assistant will assist in the facilitation of the creation of safer, stronger, and healthier UCCMM communities. This will be achieved through assisting in the following: capacity building within the police service in the area of culture and trauma-informed services; the creation and delivery of an early intervention pre-charge program targeting non-criminal domestic dispute offenders; and delivering an interest-based domestic violence education program targeted towards children and youth.

Required Skills

- . Diploma/Degree in Business Administration, Health Sciences or related field or equivalent education.
- . Proficiency in Records Management and Microsoft Office software applications.
- . Knowledge of case management, Health, and Social Services management is considered an asset.
- . A thorough background check will be completed, and the background check must be clear before an offer of employment will be given.
- . A valid Class G driver's license is required.

Other Requirements

- . Excellent human relations and interpersonal skills to maintain professionalism and courteousness to members of the public and external partners
- . Ability to handle multiple projects, meet deadlines
- . Excellent written, verbal, and listening skills
- . Ability to exercise professional judgment and reasonableness in a variety of situations
- . Knowledge of applicable legislation and various acts that affect the success of the project
- . Assist with the creation and development of policies and procedures for the Lighting the Fire Within project, and conduct periodic reviews as needed;
- . Contribute to preventative strategies and to publicize the goals of the program through public education and awareness;
- . Facilitate and maintain positive working relationships with all sectors of the police service and communicate with all police members when required;
- . Assist in the development of knowledge of local services and develop links with service providers, keeping up to date with service changes and developments;
- . Work with the Social Navigator and Police Senior Leadership Team to develop goals and objectives to ensure the success of the Lighting the Fire Within Project;
- . Enter client information in the approved Records Management System (RMS) as it relates to the project and maintain a database for all client information;
- . Assist in the development of forms and guidelines for the necessary intake and assessment of individuals;
- . Assist in managing the transfer of client information to the receiving community organization, as per information sharing agreements;
- . Assist in case management for those individuals participating in the project;
- . Other duties as may be assigned.

How to Apply

Please apply for this position by submitting your cover letter, resume, and three (3) work-related references
For questions about this employment opportunity and/or a detailed job description, please contact Lyndin Belleau, Human Resources Administrator.

Mail-in applications can be sent to:

Confidential: Human Resources

UCCM Anishnaabe Police Service

5926 Hwy 540, Box 332

M'Chigeeng, ON P0P 1G0

Or via email to recruitment@uccmpolice.com

Subject: "Employment Opportunity: Community Mobilization Assistant"

Individuals of Anishnaabe ancestry are encouraged to apply. Self-identification is encouraged.

We would like to thank all applicants who apply; however, only those applicants selected for an interview will be contacted.