



CREE NATION OF CHISASIBI

P.O. Box 150
Chisasibi, Quebec
J0M 1E0

Tel.: (819) 855-2878 Fax: (819) 855-2875

JOB OPPORTUNITY

TITLE: DIRECTOR OF COMMUNITY SAFETY

CORE FUNCTION: Under the direct supervision of the Director General of Operations, the Director of Community Safety is responsible for the development, implementation, and administration of comprehensive safety, security, and emergency response programs. Will provide leadership and direction and serve as a key leader in implementing safety initiatives, crisis response strategies, and community-focused engagement programs for each of the different departments.

This position is responsible for safeguarding people, property, and resources while promoting a safe and secure environment and implementing an efficient approach to maintaining the community's safety, health, and well-being.

RESPONSIBILITIES:

Will be responsible for developing, promoting, overseeing and managing the strategic operations of multiple departments:

Supervise and monitor all operations, budgets and staff for the following departments:

- Fire Department
- Animal Shelter
- Compliance Officer
- Public safety
- Public Health Officer
- Security



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- Develop, plan, implement and maintain an up-to-date comprehensive range of community safety strategies/policies, security protocols, emergency management and operations plan across all department.
- Lead, monitor, supervise and oversee department managers to ensure the delivery of efficient and effective services.
- Ensure seamless coordination of emergency response protocols among Public Safety, Fire, Public Health, Police, the Cree Health Board, and other relevant departments.
- Maintain an up-to-date Emergency Preparedness Plan, ensure the readiness of the emergency response team, and effectively communicate vital information to the community.
- Establish strategic plans to mitigate safety risks and enhance community safety.
- Develop, coordinate, and conduct training for emergency response and crisis management.
- Ensure operations of public safety services, including patrols, investigations and threat assessments are being done on a daily basis.
- Oversee departmental budgets ensuring efficient and effective use of the funds available.
- Seek and secure additional funding to support safety and public health programs.
- Hold regular meetings with department heads keeping everyone informed of the activities being offered and provide guidance.
- Ensure that yearly planning sessions take place with all departments under his/her supervision.
- Collaborate with the Human Resources Department to recruit and provide role-specific training for staff within the community safety department.



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- Ensure that all community safety assets, including vehicles and equipment, are properly maintained and operationally up-to-date. Keep an up-to-date inventory of all equipment available and make sure that it is used properly and is in good working order.
- Will be required to act as a key representative of the organization at community events, regional meetings and stakeholders' meetings.
- Ensure that all departments utilize various channels, such as social media, newsletters, and radio, to keep community members informed about community safety.
- Ensure compliance with local, provincial and federal regulations across all departments are being followed.
- Allocate resources efficiently to support departmental operations and community initiatives.
- Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
- Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
- Assist with other CNC Departments as workload dictates.
- Will be required to perform tasks as requested by immediate supervisor.

REQUIREMENTS:

- College or University in Public Administration, Community Safety Programs, Public Health, or a related field.
- Minimum 3 to 5 years relevant experience in a community safety field or a similar role.
- Exceptional written, verbal and interpersonal skills.
- Strong leadership in crisis management abilities.



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- Has to respond to emergencies outside of regular hours when required.
- Will be required to work in an office and field environment.
- Knowledge of safety regulations and best practices.
- Strong organizational, leadership and communication skills.
- Proficiency in digital and social media platforms.
- Computer experience in Microsoft.
- Maintaining strict confidentiality
- Familiar with budget planning and financial monitoring
- Creative thinking and proactive problem-solving skills.
- Ability to work collaboratively in a dynamic, fast-paced environment.
- Ability to handle stress in normal and exceptional circumstances
- Excellent time management skills
- Must maintain and hold a Valid Driver's License.
- First Aid Certification

EMPLOYMENT CONDITIONS:

- Regular full-time 35 hours per week
- Will be required to working nights, weekends and holidays when unforeseen/emergencies arise
- Complete range of fringe benefits.
- Salary range: Minimum - \$95,000 to Maximum - \$145,000



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PLEASE NOTE: when submitting your resume, please include copies of all Diplomas, Certificates, Valid Driver's License and Indian Status Card. All applicants must agree to perform a criminal background check.

Persons interested in this position are asked to forward their résumé/application within the prescribed deadline to the following:

**Barbara Spencer
Director of Human Resources
Cree Nation of Chisasibi
P.O. Box 150
Chisasibi, Quebec
J0M 1E0**

Or via email to: jobposting@chisasibi.ca

Posting Date: April 24, 2025
End of Posting: May 12, 2025

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 P.M.