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CHISASIBI, QUEBEC
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www.chisasibi.ca

CREE NATION OF CHISASIBI – JOB OPPORTUNITY

JOB OPPORTUNITY

TITLE: **COMMUNITY COMPLIANCE OFFICER**

CORE FUNCTION: Under the direct supervision of the Director of Community Safety, the Community Compliance Officer is responsible for administering the Cree Nation of Chisasibi Laws, providing public education, awareness programs, reporting infractions to the Eeyou Eeenu Police Force, and assisting with the prosecution of offenders.

DUTIES AND RESPONSIBILITIES:

1. Provide information sessions and training to all Cree Nation of Chisasibi Departments that are responsible for the implementation of Cree Nation of Chisasibi Laws.
2. Collaborate with and report infractions of CNC Laws to the EEPF.
3. Prepare reports of infractions they observe and assist in the prosecution of these infractions by preparing and/or providing documentation of infractions and giving evidence for the prosecution of the infractions.
4. Administer and carry out duties under the following CNC Laws:
 - a) Land Lease Law,
 - b) Zoning Law,
 - c) Business Permits Law,
 - d) Housing Committee Law,
 - e) Councillor Code of Conduct,
 - f) Waste Management Law,
 - g) Environment Law,
 - h) Access and Residence Law,
 - i) Animal Care and Control Law,
 - j) Construction Law,
 - k) Smoking Law



- l) Financial Administration Law,
 - m) User Fee Law
 - n) Any other CNC laws
5. Establish and maintain a good working relationship with the Eeyou Eenu Police Force.
 6. Provide information and training to the local EEPF detachment on CNC Laws.
 7. Carry out inspections and compliance duties provided for under CNC Laws and issue notices of non-compliance or other notices required or permitted under CNC Laws.
 8. Conduct investigations under CNC laws including site visits and witness interviews, prepare reports and other documentation related to those investigations.
 9. Make recommendations regarding administrative measures to be applied in the event of contravention of CNC Laws.
 10. Maintain detailed records of infractions including complaints, site visits and investigations.
 11. Maintain records of CNC Law infractions, permits, etc. and provide periodic reports and an annual report to the members.
 12. Report any actual or possible criminal activity to the EEPF.
 13. Provide input and recommendations to Departments on the amendment of their relevant CNC Laws and report to Council if requested.
 14. Perform any other duties as required by the Director of Community Safety.
 15. Maintain a positive, customer focused image of the Cree Nation of Chisasibi and respond to user concerns, problems, or complaints in a timely manner.
 16. Will represent the **Cree Nation of Chisasibi** in a polite and professional manner when dealing with community members.
 17. May be required to provide assistance to other departments.
 18. Perform all other related duties as requested by immediate supervisor.

EMPLOYMENT REQUIREMENTS:

The candidate must:

- Possess a CEGEP diploma college diploma, certificate, attestation, or other post-secondary credential in law enforcement, criminal justice, public administration, compliance,



inspection, security, or a related field, or an equivalent combination of relevant education, training, and experience.

- Have a minimum of three (3) years' experience in regulatory enforcement, compliance, inspection, security, investigations, or a related field, including experience preparing written reports, documenting infractions, and dealing with the public in enforcement or compliance matters.
- Demonstrate knowledge of, or the ability to interpret and apply, CNC laws or regulatory by-laws, policies, or procedures, including in areas such as:
 - Animal Care and Control
 - Zoning and land use regulations
 - Property standards and building compliance requirements
 - Licensing and permit enforcement
- Be able to prepare clear, concise written reports and documentation including documentation to be used in the prosecution of offences.
- Possess basic computer proficiency, including Microsoft Word and Excel.
- Hold a valid Class 5 driver's license and maintain a satisfactory driving record.
- Have no criminal convictions for which a pardon has not been granted and successfully pass a background verification.

SKILLS AND COMPETENCIES

The candidate must demonstrate:

- Sound judgment and decision-making skills.
- Ability to interpret and apply laws, regulations, and policies fairly and consistently.
- Strong verbal and written communication skills
- Strong attention to detail.
- Ability to maintain accurate records, notes, evidence, and enforcement files.
- Ability to conduct inspections, site visits, and interviews in a respectful, impartial, and culturally appropriate manner.
- Ability to work collaboratively with CNC departments, the Eeyou Eenou Police Force, prosecutors and other enforcement or regulatory partners.



- Strong interpersonal and conflict-resolution skills.
- Ability to work independently with minimal supervision.
- Ability to testify in court where required.
- Knowledge of and respect for Cree culture, community values, and local governance structures.

FLUENCY IN CREE AND ENGLISH IS REQUIRED. French is considered an asset.

EMPLOYMENT CONDITIONS:

- Must complete and maintain any training required by the Council or applicable law, including enforcement procedure and de-escalation training.
- Must successfully complete any mandatory certification or recognized enforcement/security training required by the Council.
- Must be willing to work evenings, weekends, statutory holidays, and participate in on-call rotation as required.
- Regular full-time position (35 hours per week).

SALARY RANGE:

- Salary Range: \$63,754.60 minimum to \$95,313.40 maximum annually

For more information on the job posting, please come to the CNC Administrative building or call at (819) 855-2878 ext. 361.

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: July 22, 2026
End of Posting: August 10, 2026

APPLICATIONS WILL NOT BE ACCEPTED AFTER 5 PM