

EMPLOYMENT OPPORTUNITIES



NISICHAWAYASIHK

CREE NATION

Department: Nisichawayasihk Cree Nation

Deadline: Friday, March 17, 2023

Salary Range: *Negotiable*

Position: CHECKSTOP COORDINATOR

Start Date: ASAP

Ref #: NCN-2023-03-03-001

Position summary:

The checkstop coordinator, under the supervision of the Justice and Safety Director, will primarily be responsible to act as a first point of contact for general information to staff and the public.

As the checkstop coordinator, they will ensure the smooth delivery of screening operations and effective leadership and guidance of the screening officers. This position will refer and/or redirect visitors as required. The checkstop coordinator must possess ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times and ability to effectively communicate both verbally and in writing.

Duties will include:

- Will provide effective and efficient screening operations.
- Compile a compilation of data for various reports.
- Guide officers with non-routine screening situations as they arise and acts as a point of escalation for handling complaints, unruly drivers/ passengers and non-permitted items etc.
- Monitors checkstop performance and actively determines shift assignments for staff.
- Develops an effective day-to-day working relationship with the nation to effectively balance and meet the requirements.
- Assist with jobsite administration duties, timesheet completion and daily logs.

Requirements:

- High School Diploma, GED or equivalent.
- Successful completion of Level 2 First Nation Safety Officer Training or Security
- Valid First Aid/CPR Certification.
- Demonstrate time management skills.
- Demonstrate positive professional boundaries without imposing personal judgements and expectations on community members.
- A valid driver's license.
- Excellent organizational and time management skills.
- Ability to maintain confidentiality.
- Outstanding communication and interpersonal skills.
- Proficient in Microsoft Office.
- Must be available after hours & weekends.

If you are interested, please forward your resume, cover letter and Criminal Records Check to:

Nora Thomas, Human Resource Administrator

Phone (204) 484-2604 Cell (204)307-1178 or email: norathomas@nncree.com

