

# UCCM Anishnaabe Police is hiring



**Help make our communities a safer, better place.**

**Position:** SPECIAL CONSTABLE- PATROL SUPPORT/DATA ENTRY x 4  
**Term:** Permanent Full-time  
**Salary/Pay:** Aligned with UCCM Anishnaabe Police Service Pay Grid

The Special Constable – Patrol Support/Data Entry position will assist the police organization in successfully meeting its' mission of providing culturally sensitive policing services to the UCCM police service area. The Special Constables – Patrol Support/Data Entry will be primarily responsible for providing patrol support and data entry support to officers in operations and court processes and will be assigned to a platoon. Special Constables – Patrol Support/Data Entry may also participate in community/educational events throughout the UCCMM communities.

## Your duties will include (but are not limited to):

- Assist officers in completing occurrence and supplementary reports;
- Assist officers in the preparation of court records, court briefs, court certificates, and other court required documentation;
- Assist officers in the completion of all other required reports related to investigations;
- Completing other police, administrative or statistical reports as required;
- Process serving. Serve incoming/outgoing subpoenas;
- Deliver court related documents for disclosure, processing, as needed;
- Other operations and court processing support activities.
- Shift work is mandatory, working with assigned platoon.

## Your education and experience

- College Diploma in related field or other considered an asset;
- Minimum Grade 12 Ontario Secondary School Diploma or Equivalent;
- Emergency First Aid and Cardiopulmonary Resuscitation HeartSaver training;
- Knowledgeable of the various cultural diversities of Manitoulin Island, and especially First Nations;

## Compensable factors include (but are not limited to):

- Excellent interpersonal and public speaking skills;
- Demonstrated ability to work in a challenging and vigorous team environment, work in an environment that often requires self-supervision and fulfill a variety of roles or assignments as required;
- Proven well-developed time management, planning, organizational and prioritization skills to work effectively in a fast-paced environment.
- Knowledge of the Ojibwe language, an asset;
- Ability to exercise professional judgment in a variety of situations;
- Proficiency in Microsoft Office software applications;
- Strong computer skills to learn a variety of software applications;
- Ability to handle multiple projects, meet multiple deadlines; and
- Excellent written and verbal communication skills.

## We require:

- A thorough background check will be completed, and the background check must be clear before an offer of employment will be given.
- Completed UCCM APS Medical & Vision Form, along with a Signed Consent to Background Check
- Standard First Aid/CPR
- A valid Class G driver's license is required.

**Please note:** Successful candidates will be required to attend Special Constable Training (6 weeks)

We encourage individuals of Anishnaabe ancestry to apply and self-identify.

## What we offer

We offer competitive pay and 100% employer covered benefits, matched pension contributions, Health Spending Account, Wellness Account, along with a welcoming, close-knit work environment, and opportunities to learn about Anishnaabe culture and history.

## How to apply

Send your cover letter, resume and three (3) work-related references to:

Email: [recruitment@uccmpolice.com](mailto:recruitment@uccmpolice.com) with the subject line "Employment Opportunity: SC – Patrol Support/Data Entry"

Mail: Confidential: Human Resources

UCCM Anishnaabe Police Service, 5926 Hwy 540, Box 332, M'Chigeeng, ON POP 1G0

**Deadline:** November 15, 2024, at 12:00 pm

Only those applicants selected for an interview will be contacted.

**Questions?** Please contact the Human Resources Department at [recruitment@uccmpolice.com](mailto:recruitment@uccmpolice.com).



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