



Anishinabek Police Service

OUR VISION...

Ganaweniim Anishinabek // Protecting our people

OUR MISSION...

Anishinabek Police Service is committed to restoring and preserving Gichi Aki Inaakonegewin ("The Great Law") while supporting Minobiimaadziwin ("The Good Life"). We protect our inherent rights, jurisdiction, and self-determination.

JOB DESCRIPTION

Position Title:	Community Support Personnel (CSP)
Reports to:	Sergeant
Accountable to:	Police Chief
Location:	Anishinabek Police Service Detachment
Hourly Rate:	Per the approved Officer Salary Grid
Employment:	Temporary Fulltime – Two (2) Year Contract

Summary of Function: The Community Support Personnel (CSP) play a vital role in enhancing the well-being of our community members, particularly those facing health, social, or economic challenges. By empowering individuals and reducing barriers to essential services, CSPs contribute to the creation of stronger, healthier communities. Their work embodies the principles of Minobimaadziwin (the good life).

In this civilian role within the APS, CSPs collaborate with police officers and local organizations to address pressing community issues such as mental health, addiction disorders, and social isolation. Their proactive approach ensures that individuals receive timely and appropriate support, helping to prevent crises before they occur. By fostering connections among community members and promoting access to resources, CSPs are instrumental in building a resilient and supportive community.

Desired Qualifications (Specific Competencies to Follow)	
Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none"> ○ Knowledge of philosophy appropriate for local Indigenous customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of Anishinabek persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none"> ○ Basic computer skills and proficiency in Microsoft Office; ○ Demonstrated ability to communicate in a clear and concise manner, including effective listening skills and the ability to comprehend, retain, record, and relay information clearly, accurately, and efficiently, with a high degree of emotional intelligence; ○ Ability to follow instructions and work as part of a team; ○ Ability to learn very quickly in a fast-paced environment; problem solve and exercise good judgment; ○ Obtain a level four (4) on the shuttle run ○ Valid Class G Driver's License; ○ Minimum 18 years of age; ○ Canadian Citizen or permanent resident; ○ Ability to handle sensitive and confidential information with discretion; ○ Must be trustworthy and able to successfully pass background investigation
Education	<ul style="list-style-type: none"> ○ Minimum Grade 12 or equivalent

Experience	<ul style="list-style-type: none"> ○ Knowledge of First Nation communities considered an asset
Vision and Mission	<ul style="list-style-type: none"> ○ Demonstrates knowledge of organizational purpose – why the police service exists; ○ Demonstrates ability to identify how the position of the Cadet relates to the police service vision, mission and organizational goals
Cultural Sensitivity	<ul style="list-style-type: none"> ○ Must be able to demonstrate knowledge of the police service’s vision and mission; ○ Provide effective, efficient and culturally sensitive services; ○ Participation in personal and professional development learning opportunities for effective stress management and personal wellness
Personal Growth	<ul style="list-style-type: none"> ○ Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.
Added Skills	<ul style="list-style-type: none"> ○ Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadline

KEY RESPONSIBILITIES:

1. Support Youth, Schools and Community Programs

- Collaborate with officers and/or community partners to conduct educational programs in schools and communities
- Create and support the implementation of safety and prevention programs
- Help organize and participate in events and activities that promote positive interactions between law enforcement and youth
- Participate in community events, workshops, and educational programs
- Engage with community members to foster positive relationships and enhance public safety awareness
- Other duties as assigned

2. Administrative Duties

- Maintain accurate record of activities and inputting information into computerized information systems
- Respond to E-mail requests in a timely fashion.
- Ensure all assignments are completed before due date.
- Answers the telephone and provide direction or information on community resources to callers if required.
- Delivers messages between police officers and other agencies.
- Other duties as assigned

3. Training and Development

- Participate in mentorship and coaching with Anishinabek Police Officers
- Participate in training sessions and workshops to enhance knowledge, skills and abilities of law enforcement practices and procedures
- Develop skills in communication, conflict resolution, and community engagement
- Actively engages in self-learning for delivery of Culturally Sensitive approach in Services, and ensures delivery of same
- Other duties as assigned

4. Field Support & Mental Health Outreach/Support

- Accompany officers on ride-along's to observe and learn about patrol operations
- Assist with washing and maintaining the cleanliness of police cruisers, ensuring they are presentable and in good condition for daily use.
- Offer support during emergencies, helping individuals stabilize their situations and connect them to necessary services.
- Help clients access various community resources, such as housing, food, healthcare, and educational programs.
- Provide emotional support to individuals facing mental health challenges or personal difficulties.
- Follow up with individuals & families and provide them with information on crisis support
- Other duties as assigned

5. Community Engagement and Support

- Spend time with community elders; this may include a visit, assisting with basic home upkeep, gardening, cleaning, or small repairs around their homes.
- Attend powwows, feasts, harvest camps and other community events to provide support to the organizers.
- Assist with evacuation (s) or other emergency needs within the APS communities as directed
- To assist in capacity building, engage in roles that allow for direct interaction with community members, enhancing understanding of their needs.
- To assist with emergency evacuation procedures and support within any Anishinabek Police Service community
- Other duties as assigned