



The Woodstock Police Service will be accepting applications from internal and external applicants for the full-time position of **SPECIAL CONSTABLE – COMMUNITY SERVICE OFFICER**.

SPECIAL CONSTABLE – COMMUNITY SERVICE OFFICER – WPS DIRECTIVE WPS350

HOURS OF WORK: 40 Hours per week
(Schedule dependent on needs of the service)

SALARY: \$26.86/Hour (Civilian Collective Agreement)

BENEFITS: As provided in the Civilian Collective Agreement

PENSION: OMERS Eligible

MINIMUM QUALIFICATIONS:

- Grade 12 Ontario Secondary School Diploma or equivalent
- Computer Literacy
- Valid Ontario Class “G” Drivers Licence
- Valid First Aid and CPR

YOU WILL BE REQUIRED TO:

- Submit the proper application along with resume and cover letter detailing your skills and experience in regards to the position requirements
- Appear before an interview panel and conduct a presentation on Internet Safety using Microsoft Power Point or Apple Keynote
- Undergo psychological testing
- Provide sufficient information, including fingerprints, in order for a background check to be conducted

Applicants are invited to submit a resume, cover letter and application package clearly marked **POSTING #2018-SPC-SCO**

THE CLOSING DATE FOR THIS POSTING IS 5:00 P.M. ON FRIDAY AUGUST 10, 2018.

Application packages can be mailed to the attention of: Special Constable Jason Green, Civilian Office Manager, Woodstock Police Service, 615 Dundas Street, Woodstock, Ontario, N4S 1E1 or delivered in person at Woodstock Police Service Headquarters. **No phone calls please.** Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act.

Woodstock Police Service is an equal opportunity employer.

We thank all applicants for their interest, however, only those selected for interviews will be contacted.

SUMMARY:

Liaises with community and local service clubs, churches, schools and area businesses. Provides training and support to members of the public regarding personal safety and Security, home/business security, school safety, drug awareness and other topics of interest. Conducts lectures and presentations.

A. DIRECT RESPONSIBILITIES:

1. Conduct V.I.P. (Values, Influences and Peers) program with local primary schools – grade six students
2. Youth in Policing Initiative
3. Oxford County Injury Prevention initiatives
4. Crime prevention presentations to community partners
5. Annual OACP/CACP initiatives
6. Perform all other duties and assignments as directed by their supervisor
7. Prepare and distribute media releases and update social media platforms as necessary
8. CrimeStoppers liaison
9. Kids & Kops Camp
10. Citizens Police Academy

B. SUPERVISORY RESPONSIBILITIES:

1. This job has no supervisory responsibilities.

C. QUALIFICATIONS:

1. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

D. EDUCATION AND/OR EXPERIENCE:

1. High school diploma or equivalent. Community College or University program in Law Enforcement a definite asset, plus two years related experience and/or training, or equivalent combination of education and experience. Any crime prevention and community service courses are a definite asset.

E. LANGUAGE SKILLS:

1. Ability to read, analyze and interpret police, court documents, and other business documents. Ability to respond to common inquiries or complaints from the general public, regulatory agencies, or members of the service. Ability to write routine reports and correspondence. Ability to index, correlate and file. Above-average public speaking/presentation skills required.

F. REASONING ABILITY:

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables. Ability to interact with people in a variety of situations. Ability to prioritize, and multi-task.

G. PHYSICAL DEMANDS:

1. The work environment characteristics described herein are representative or those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job the employee is regularly required to sit, stand and walk, talk, hear and drive a vehicle. Some keyboarding is required. The incumbent must also be certified in Use of Force, First Aid and CPR. The employee is required to assist in lifting and/or moving equipment from time to time. Incumbent may be required to maneuver flights of stairs with businesses, churches and school. Incumbent required to drive a motor vehicle on a daily basis.

H. WORK ENVIRONMENT:

1. The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. The noise level in the office and public environment is usually moderate. The room temperature and lighting is consistent with general office standards.
3. The incumbent will be required, from time to time to answer telephone inquiries from other officers or members of the public which may interrupt paperwork, report writing or computer work. Potential of personal risk when required to deal with certain youths at area schools.

I. APPOINTMENTS:

1. Appointments as a Special Constable/Community Service Officer are made through application and approval by the Ministry of Community Safety and Correctional Services.
2. Appointments are for 5-year periods, whereupon renewals will be required in accordance with appointment application instructions.

NOTE: **The duties and responsibilities outlined above are representative, but not all-inclusive.**