1. IDENTIFICATION

<table>
<thead>
<tr>
<th>Position No.</th>
<th>Job Title</th>
<th>Supervisor’s Position</th>
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<tbody>
<tr>
<td>05-14453</td>
<td>Crime Prevention Coordinator</td>
<td>Director of Community Justice</td>
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<thead>
<tr>
<th>Department</th>
<th>Division/Region</th>
<th>Community</th>
<th>Location</th>
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<tbody>
<tr>
<td>Justice</td>
<td>Community Justice</td>
<td>Iqaluit</td>
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Fin. Code: 05110-01-1-111-0500300-01-????

2. PURPOSE

Main reason why the position exists, within what context and what the overall end result is.

Reporting to the Director of Community Justice, the incumbent will provide assistance and direction in the preparation of a Territorial Crime Prevention Framework. The incumbent is responsible to develop, promote and support crime prevention initiatives and programming at the territorial level. The incumbent’s work will be in collaboration with identified key stakeholders to develop crime prevention education, awareness strategies and programs. This position exists to promote, develop and maintain healthy and safe Nunavut communities.

3. SCOPE

Describe the impact the position has on the area in which it works, or if it impacts other departments, the government as a whole, or the public directly or indirectly. How does the position impact those groups/individuals, the organization and/or budgets? What is the magnitude of that impact?

Reporting to the Director of Community Justice, the incumbent is representative of the Department of Justice, responsible for crime prevention approaches within their particular region (Baffin) The Crime Prevention Coordinator collaborates with Nunavut stakeholders to ensure the advancement of the crime prevention framework. The Crime Prevention Coordinator is responsible for monitoring and tracking service delivery and outcome information. This position exists to assist communities in the development of culturally appropriate crime prevention and offender reintegration approaches based on research and evaluation. The incumbent will train and provide ongoing support and guidance in crime prevention programs including reintegration to Community Justice Specialists, Community Justice Committees and Community Outreach Workers in identified Regions.

4. RESPONSIBILITIES

Describe major responsibilities and target accomplishments expected of the position. List the responsibilities that have the greatest impact on the organization first and describe them in a way that answers why the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.
The Crime Prevention Coordinator will provide education and awareness by:

- Preparing reports and fact sheets using various crime prevention data for the Department of Justice, other Government Departments and stakeholders.
- Preparing and making presentations to various community groups on crime prevention approaches.
- Liaising with Government Departments, agencies, Nunavut Community groups, businesses, public and local RCMP to identify, develop, coordinate crime prevention education and awareness strategies.
- Developing compiling and writing communications and crime prevention promotional literature for distribution such as articles, brochures, flyers, public service announcements.
- Producing graphic brochures for community education and awareness
- Developing community education and awareness campaigns, communications strategies and networks of target groups.
- Providing advice to communities on issues related to the overall implementation of reintegration programs and coordinate with Community Justice Specialist and Community Corrections and all Nunavut Healing Facilities.

The Crime Prevention Coordinator will provide programming by:

- Analyzing gathered data, as well as research materials and recommendation for program development.
- Developing effective crime prevention programming which is evidence-informed and community specific.
- Assisting in the development of protocols for implementing program evaluation activities, in the context of current practice and the best possible methodology for Nunavut Communities
- Researching and identifying the best practices and interventions for crime prevention programs.
- Assisting in developing of applications and funding proposals to federal partners to access crime prevention funds for identified crime prevention programs.
- Developing proposal content in conjunction with key stakeholders.
- Travelling to identified communities to support crime prevention programming.

The Crime Prevention Coordinator will provide data analysis by:

- Reviewing and researching current literature on crime prevention approaches.
- Extracting, manipulating, analyzing and interpreting crime and violence prevention data from federal and territorial stakeholders and non-government organisations.
- Working with communities across Nunavut to confirm the root causes and the factors that protect against crime and its impacts in their communities.
- Assisting in the examination and analysis of crime issues affecting Nunavut communities and assist in the development of priorities.
- Gathering, collating and preparing reports as needed related to the impact of the services provided and evaluation for the crime prevention framework and approaches.
- Maintaining professional competence in the area of crime prevention data management and statistical analysis by attending workshops, training sessions, and conferences as well as reading current professional material.

The Crime Prevention Coordinator will work in collaboration with all Justice partners by:

- Developing divisional objectives and policies to be discussed utilizing a team approach for implementation.
- Having regular communication in regards to crime prevention and offender reintegration with Community Justice Staff including Programs Officer, Community Justice Specialist, CJOWs, and Family Mediation Coordinator and Victims services.
- Working with Justice Partners, government departments and agencies on the crime prevention strategy to build a continuum of crime prevention through social development, services, programming, to identify and address gaps.
- Representing Community Justice Division on internal and external committees dealing with crime trends and victimization on a territorial and national level.
- Coordinating meetings with community, regional groups, committees, volunteers, and community leaders to identify issues, problems needs and possible solutions.

The Crime Prevention Coordinator will coordinate and facilitate training workshops on crime prevention approaches by:

- Assessing training needs in collaboration with Community Justice Specialist and other Departmental staff.
- Identifying culturally appropriate crime prevention and reintegration training resources
- Developing crime prevention and reintegration proposals in conjunction with all stakeholders.
- Assisting in developing applications and funding proposals to territorial and federal governments, community foundations, Inuit organizations and other alternative resources for funding, grants and sponsorship.
- Evaluating and reporting on training events.

The Crime Prevention Coordinator will implement a team approach to meet division goals by:

- Having regular conference calls with Community Justice staff to review issues affecting each Region.
- Reviewing crime prevention and offender reintegration objectives to develop a team approach for implementation.
5. KNOWLEDGE, SKILLS AND ABILITIES

Describe the level of knowledge, experience and abilities that are required for satisfactory job performance. Knowledge identifies the acquired information or concepts that relate to a specific discipline. Skills describe acquired measurable behaviors and may cover manual aspects required to do a job. Abilities describe natural talents or developed proficiencies required to do the job.

These requirements are in reference to the job, not the incumbent performing the job.

The candidate must have a thorough knowledge and understanding of Criminal Justice Systems and Crime Prevention approaches. Proven ability in working effectively in a cross cultural environment. The candidate must be self-motivated and be able to work with minimal supervision. The ability to use a computer for word processing, presentations, and to design brochures for community awareness.

- Post-secondary degree in Community Development, Criminology or Justice Field plus with a minimum of one year related experience. Equivalences will be considered
- Good interpersonal, communication skills and experience working with partners (e.g. territorial governments, RCMP, Designated Inuit Organizations and community partners)
- Good Facilitation skills
- Excellent organizational and planning skills
- Specialized knowledge of community development techniques and processes
- Proposal writing skills
- Sound working knowledge of crime prevention approaches
- Specialized knowledge of restorative justice practises within Canada and Nunavut context.
- Proven experience in implementing and delivering community programming
- Strong project management skills
- Knowledge of data management systems
- Ability to communicate effectively at public consultations
- Working knowledge of Inuit Qaujimajatuqangit and cross cultural issues
- Ability to organize and deliver crime prevention workshops and training sessions to a variety of audiences
- Strong computer literacy
- Financial management skills including developing budgets
- Ability to write a variety of documents such as briefing notes, formal reports, policies, business cases and questionnaires
- Proven ability to work independently and as part of team.
- Ability to communicate in more than one of Nunavut’s official languages will be considered an asset

6. WORKING CONDITIONS

List the unavoidable, externally imposed conditions under which the work must be performed and which create hardship for the incumbent. Express frequency, duration and intensity of each occurrence in measurable time (e.g. every day, two or three times a week, 5 hours a day).

Physical Demands

Indicate the nature of physical demands and the frequency and duration of occurrences leading to physical
fatigue or physical stress.

- Working in an office setting for long periods of time.
- Due to events which occur within a community, the incumbent will be required to attend public or private meetings held during the evenings or week-ends and may cause fatigue.

### Environmental Conditions

**Indicate the nature of adverse environmental conditions to which the jobholder is exposed, and the frequency and duration of exposures. Include conditions that increase the risk of accident, ill health, or physical discomfort.**

- The ability to identify and utilize resources/supports that may not be present in the community.
- A high percentage of these tasks involve travel to isolated communities by small aircraft.

### Sensory Demands

**Indicate the nature of demands on the jobholder’s senses. These demands can be in the form of making judgments to discern something through touch, smell, sight, and/or hearing. It may include concentrated levels of attention to details through one or more of the incumbents’ senses.**

- Ability to organize and manage large amounts of extraneous information in short periods of time.
- Organize numerous meetings with Other GN departments, territorial and federal partners, Inuit organizations, hamlets, identified professionals and community members.
- Visual and mental strain from working on computer for extended periods of time.
- Need to stay focused during long meetings and to attentively listen and record information during meetings.

### Mental Demands

**Indicate conditions within the job that may lead to mental or emotional fatigue that would increase the risk of such things as tension or anxiety.**

- Dealing with the stress related to the level of responsibility involved.
- Handling the pressure involved in having to meet tight deadlines.
- Working with communities can be stressful in trying to meet the ever changing needs.
- Traveling in harsh climate conditions causes delays and emotional and physical stress.
- Sharing accommodations in hotels in smaller communities causes emotional and physical stress.
- There is an expectation to travel to all communities within the Region twice a year depending on needs assessment.
7. CERTIFICATION

<table>
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<tr>
<th>Director, Community Justice (05-11617)</th>
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<tbody>
<tr>
<td>Supervisor Title</td>
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<td>Printed Name</td>
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<tr>
<td>Supervisor Signature</td>
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<tr>
<th>Employee Signature</th>
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<tr>
<td>Printed Name</td>
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<tr>
<td>Date:</td>
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<tr>
<td>I certify that I have read and understand the responsibilities assigned to this position.</td>
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Deputy Head Signature

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<td>I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.</td>
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8. ORGANIZATION CHART

Please attach Organizational Chart indicating incumbent’s position, peer positions, subordinate positions (if any) and supervisor position.

“The above statements are intended to describe the general nature and level of work being performed by the incumbent of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position”.

ADDITIONAL REQUIREMENTS

Position Security
- X No criminal records check required
- ☐ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check