

1. IDENTIFICATION

Position No. 05-14673	Job Title Project Coordinator – Guns & Gangs	Supervisor's Position Public Safety and Crime Prevention Specialist (05-14250)	
Department Justice	Division/Region Directorate	Community Iqaluit	Location Iqaluit
Fin. Code: 05110-01-1-111-0580700-04-????			

2. PURPOSE

<p>Main reason why the position exists, within what context and what the overall end result is.</p> <p>Reporting to the Public Safety and Crime Prevention Specialist, the incumbent will be responsible for the implementation of the Guns and Gangs Violence Action Fund project and will provide assistance in the implementation of a Territorial Crime Prevention Framework. The incumbent is responsible to develop, promote and support the Guns and Gangs Violence Action Fund across the territory. The incumbent's work will be in collaboration with identified key stakeholders to develop the workplan for the duration of the federal funding and assist in the implementation of crime prevention and wellness education and awareness strategies and programs for the community level. This position exists to promote, develop and maintain healthy and safe Nunavut communities.</p>

3. SCOPE

<p>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?</p> <p>Reporting to the Public Safety and Crime Prevention Specialist, the incumbent is a representative of the Department of Justice, responsible for the implementation of the Guns and Gangs Violence Action Fund project through community development approaches. The Project Coordinator collaborates with Nunavut stakeholders and the Government of Nunavut partner to ensure the advancement of the Guns and Gangs Violence Action Fund project through community development. The Project Coordinator is responsible for monitoring and tracking service delivery and outcome information. This position exists to assist communities in the development of culturally appropriate prevention of gun and gang violence and wellnesses approaches. The incumbent will train and provide ongoing support and guidance in the prevention of gun and gang violence through community development programs to Community Stakeholder Groups, Government of Nunavut departments and project partner (Pirurvik Centre), Mental Health Workers, Conservation Officers and the Department of Justice staff and RCMP members in the communities.</p>
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4. RESPONSIBILITIES

<p>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 <i>why</i> the duties of the position are being performed. For a supervisory or management position, indicate the subordinate position(s) through which objectives are accomplished.</p>

- The Project Coordinator will support the process of community developed gun and gang prevention and wellness education and awareness initiatives by:
 - Assisting community based organizations in designing intervention and prevention strategies that address community-identified gun and gang violence issues and community wellness priorities and contribute to sustainable community development;
 - Developing meaningful roles for community residents in providing and/or supporting the delivery of intervention and prevention programs or initiatives;
 - Preparing and making presentations to various community groups on effective intervention and prevention practices that address risk and protective factors to increase the knowledge, skills and capacity of community members.
 - Working with communities to develop community education and awareness campaigns, communications strategies and networks of target groups.
 - Liaising with Government Departments, agencies, Nunavut Community groups, businesses, public and local RCMP to identify, develop, coordinate gun and gang prevention education and awareness strategies at the community level.
 - Leveraging and Coordinating opportunities for the use of resources and services within and across departments, agencies and organizations concerned with gun and gang prevention, mental health, addictions and wellness to support community initiatives connected with the Guns and Gangs Violence Action Fund project;
 - Contributing to the development of a resource base of gun and gang prevention and wellness promotional literature for distribution such as articles, brochures, flyers, public service announcements.

- The Project Coordinator will provide community developed gun and gang prevention/wellness initiatives by:
 - Analyzing gathered data, as well as research materials and recommendation for program development.
 - Travelling to identified communities to assist in the development of gun and gang prevention and wellness initiatives.
 - Liaising with community based organization that provide training in effective gun and gang prevention and wellness programming which is evidence-informed and community specific and promoting this programming to Nunavummiut.
 - 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.
 - Developing meaningful roles for community residents in providing and/or supporting the delivery of intervention and prevention programs or initiatives;
 - Researching and identifying the best practices and interventions and preventions for community developed gun and gang prevention through social development programs to enhance Nunavummiut-led community social development capacity across the territory.
 - Developing a network with territorial key stakeholders at the Community, Regional and Territorial and National levels to support community development activities and strengthen working relationships between stakeholders.
 - Assisting in the development of applications and funding proposals to territorial and federal partners to access funds for identified gun and gang, as well as crime prevention and wellness programs.

- The Project Coordinator will provide data analysis by:

- Working with communities across Nunavut to identify and address 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 to address gun and gang violence.
 - Preparing project reports and fact sheets using gun and gang violence data collected through the Gun and Gang Violence Action Fund project for the Nunavut Department of Justice, Department of Health, Department of Finance, Department of Environment, the Pirurvik Centre and other stakeholders.
 - Maintaining professional competence in the area of gun and gang prevention data management and statistical analysis by accessing professional development opportunities such as attending workshops, training sessions, and conferences as well as reading current professional material.
- The Project Coordinator will work in collaboration with all Justice and government partners by:
 - Having regular communication in regards to the Gun and Gang Violence Action Fund with Justice Staff including Crime Prevention Coordinators, Departments of Finance, Health, Environment, Family Services, and other relevant departments.
 - Coordinating meetings with community, regional groups, committees, volunteers, and community leaders to identify issues, problems needs and possible solutions.
 - Working with Justice and Pirurvik Centre partner, government departments and agencies on the Gun and Gang Violence Action Fund project to build a continuum of gun and gang prevention through social development, services, programming, to identify and address gaps.
 - Representing Directorate Division on internal and external committees dealing with crime trends and victimization on a territorial and national level.
- The Project Coordinator will coordinate and facilitate training workshops on gun and gang prevention and wellness approaches by:
 - Assessing training needs in collaboration with Justice staff and key government departments.
 - Identifying and promoting culturally appropriate gun and gang prevention and wellness training resources that may be relevant to Nunavut communities.
 - Providing training in a community development approach to identifying community social development priorities, planning, implementing and evaluating effective gun and gang prevention and wellness strategies and programming which are evidence-informed and community specific.
 - Developing gun and gang prevention, crime prevention and wellness proposals in conjunction with all stake holders at a community level.
 - 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 Project Coordinator will implement a team approach to meet cross-departmental goals by:

- Having regular communication with the Crime Prevention Coordinators and the key government departments wellness services.
- Having regular conference calls with Crime Prevention staff to review issues affecting the communities.

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.

Contextual Knowledge:

- Thorough knowledge and understanding of Criminal Justice Systems and Crime Prevention approaches. Sound working knowledge of crime prevention and wellness approaches.
- Specialized knowledge of restorative justice practises within Canada and Nunavut context.
- Knowledge of data management systems
- Working knowledge of Inuit Qaujimagatuqangit and cross cultural issues.
- Specialized knowledge of community development techniques and processes.
- Knowledge of Adult Learning methods, techniques and practices.

Skills and Abilities:

- Good interpersonal, communication skills and experience working with partners (e.g. territorial governments, RCMP, Designated Inuit Organizations and community partners).
- Strong proven experience in assisting community based organizations with developing, implementing and delivering community programming.
- Strong project coordination skills.
- Financial management skills including developing budgets.
- Excellent facilitation skills.
- Excellent organizational and planning skills.
- Proposal writing skills.
- Strong computer literacy.
- Ability to organize and deliver crime prevention and wellness awareness workshops to a variety of audiences.
- Ability to write a variety of documents such as briefing notes, formal reports, policies, business cases and questionnaires.
- Ability to communicate effectively at public engagement events.
- Ability to work independently and as part of team.
- Ability in working effectively in a cross cultural environment.
- Self-motivated and be able to work with minimal supervision.
- Ability to use a computer for word processing, presentations, and to design brochures for community awareness.
- Ability to communicate in more than one of Nunavut's Official Languages will be considered an asset.

Qualification requirements:

Typically the knowledge skills and abilities for the position would be attained through the completion of a Degree from a recognized post-secondary institution in Community

Development, Social Work, Criminology or a related field with a minimum of one year related experience.

A combination of Education and Experience will be considered

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 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 though 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 targeted communities within the Territory twice a year depending on needs assessment.

7. CERTIFICATION

_____ Employee Signature	Public Safety and Crime Prevention Specialist (05-14250)
_____ Printed Name	_____ Supervisor Title
_____ Date:	_____ Supervisor Signature
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
_____ Deputy Head Signature	
_____ Date	
I approve the delegation of the responsibilities outlined herein within the context of the attached organizational structure.	

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

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