



Centre de ressources communautaires
RIDEAU-ROCKCLIFFE
Community Resource Centre

Overbrook • Forbes • Carson Grove • Manor Park
Lindenlea • Rockcliffe • New Edinburgh

**The Rideau-Rockcliffe Community Resource Centre
is seeking a
Community Safety Engagement Coordinator**

JOB DESCRIPTION

I. JOB INFORMATION

Position Title: Community Safety Engagement Coordinator

Reports to: Program Pillar Lead, Community Support and Development

Job Type: 3-month contract with possibility of renewal

Starting Date: immediately

II. JOB SUMMARY

Under the supervision of the Program Pillar Lead, Community Support and Development and working closely with residents and community partners, the Community Safety Engagement Coordinator will assist with the planning, development and implementation of two specific projects:

1. The Community-based post-incident response to major incidents
2. The Overbrook Community Safety Initiative

III. PRIMARY DUTIES & RESPONSIBILITIES

1. The Community-based post-incident response to major incidents- PINS project

- Support and expand the PINS networks
- Assess the capacity and need for training of existing networks
- Develop mechanisms, processes and tools for self-reporting and evaluation
- Support the transition to a self-sustaining support model with the help of Crime Prevention Ottawa and other key partners
- Work with key stakeholders

2. The Overbrook Community Safety Initiative

- Assist the Community in the development and implementation of the Community safety initiative in Overbrook
- Support the partners in the community engagement process
- Coordinate the implementation of the Community safety strategy
- In collaboration with community partners develop an action plan and ensure execution of assigned duties

3. Other duties

- Complete forms and records to document activities
- Assist with logistics of events and activities
- Work closely with community partners and residents
- Reports regularly to supervisor and as required

IV. JOB REQUIREMENTS

1. Knowledge:

- Post-secondary Education in social work or related fields
- Knowledge of issues and challenges facing low income and diverse communities
- Knowledge of community development principles
- Clear understanding of issues of poverty, diversity and marginalization
- General knowledge of community resources

2. Competencies:

- Strong relationship building and interpersonal skills
- Ability to work flexible hours, including weekends and evenings
- Fluency in French and English is required; other languages an asset
- Valid driver's license, **access to a vehicle**
- Ability and willingness to:
 - Be helpful, respectful, approachable and team-oriented (Collegiality)
 - Take ownership of work, do what is needed, follow through (Initiative)
 - Plan ahead, manage time well, be on time, be cost conscious, think of better ways to do things (Efficiency)
 - Be receptive to feedback, be willing to learn, embrace continuous improvement (Coaching ability)

Please send you resume by January 22nd, 2023 at 11:59 pm to the attention of the Rideau-Rockcliffe Community resource Centre HR department at RH-HR@crccr.org . We thank all the candidates for their interest, however only selected candidates for an interview will be contacted.