

## NORTHERN NISHNAWBE EDUCATION COUNCIL



### **Employment Opportunity Foot-Patrol Worker(s) - CASUAL Thunder Bay, Ontario**

The Foot Patrol Program is a partnered program between NNEC and Keewaytinook Okimakanak Board of Education (KOB). The Foot Patrol Worker is required to perform a range of duties under the supervision of the Manager of Student Safety or designate.

#### **Duties will include, but may not be limited to:**

- Plan and coordinate student sign-up sheets for shifts
- Ensure foot patrol phone is working at all times
- Ensure flashlights are readily available
- Ensure all emergency contacts are readily available (KOB, NNEC, Shibogama, Police, Supervisors, etc.)
- Monitor by foot the designated areas outlined on the foot patrol log sheet
- Submit report at the end of each shift to the On-Call Supervisor
- Ensure at all times that workers and students are not put in potential harmful situations
- Supervise students on duty
- Inform On-Call immediately when encountering suspicious activities
- Have constant and consistent communication with On-Call Workers
- Write clear and concise reports to be filed at the end of each shift
- Must answer phone calls and text messages immediately or reply/return calls/texts within a few minutes
- Expected to assist beyond working hours for emergency situations

#### **QUALIFICATIONS:**

- must be willing to work shift work, weekends on an on-call basis
- minimum grade 12 diploma
- Strong communication skills with proficiency in developing written communications
- Strong Interpersonal skills
- experience working with First Nation youth preferred
- must have First Aid with C.P.R. child and youth or willing to obtain
- fluency in one of the Sioux Lookout area dialects an asset but not essential
- knowledge of urban environment of Thunder Bay

***Only those selected for an interview will be contacted  
NNEC requires a Criminal Background Check and/or Vulnerable Person Check from  
those offered positions***

**OPEN UNTIL FILLED:** Submit your resume, covering letter and written permission for NNEC to contact three employment references to Personnel Officer at NNEC by fax : (807) 582-3865; via mail: Box 1419, Sioux Lookout, Ontario, P8T 1B9 or email: [humanresources@nnec.on.ca](mailto:humanresources@nnec.on.ca).

**[www.nnec.on.ca](http://www.nnec.on.ca)**