

EMPLOYMENT POSTING



Posting Title: Guard (CASUAL)

Department: RCMP

Posted: February 13, 2023

Closing: Until filled

Rate of Pay: \$30.07

Hours: The hours of work are based on 12 Hour day shifts (6:00 am to 6:00 pm) and 12 Hour night shifts (6:00 pm to 6:00 am). Workers must remain on site during their complete shift. Scheduled breaks may vary depending on operational events.

Union: CUPE Local 105

Experience the wonder of living in the gorgeous setting of BC's northwest coast. A majestic city of over 14,000 (with an annual influx of 250,000 visitors) abounds with natural beauty and includes a bustling waterfront and charming heritage buildings. Ocean views and all the amenities for quality living are at hand.

A casual RCMP Guard employment opportunity is available to provide holiday and sick time coverage for full time employees. Reporting to the RCMP Office Manager, this position provides for the care and wellbeing of persons incarcerated. The successful applicant will have the ability to maintain confidentiality. **Employment will be contingent upon the successful completion of a security clearance to the RCMP "Enhanced Reliability" level.**

DUTIES AND RESPONSIBILITIES:

- Responsible for the overall supervision of prisoners while in custody as per the provisions of the RCMP National Operational Policy Manual.
- Monitor all prisoners to ensure their security and wellbeing.
- Organize meals for prisoners as required.
- Record prisoner activity and maintain the prisoners' log book. Maintain the overall cleanliness of the guard room and cell block.
- Assist regular members in the booking-in and release procedures of all prisoners.
- Conduct searches of cells and maintain cell block security.
- Ensure all personal effects removed from prisoners by RCMP members are properly secured.
- Monitor fire safety and be fully conversant with the Detachment Fire Safety Plan.
- Administer prescription medications.
- Perform other duties applicable to the Guard room as laid out in Unit Supplements and the Guard Room Training Manual.
- Carry out additional tasks and functions as directed by the Office Manager or the Officer-in-Charge.

REQUIRED EDUCATION, QUALIFICATION AND CERTIFICATION:

- Grade 12 or GED (General Educational Development)
- Standard First Aid CPR-C & AED
- WHMIS

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of Microsoft Office Suite (Word, Excel & Outlook).
- Ability to learn and operate various computer information management systems including PRIME.
- Excellent written and verbal communications skills.
- Possesses high levels of organization, attention to detail and initiative.
- Ability to interpret, apply and follow complex legislation and policy, including oral and written instructions.
- Ability to work independently on assigned tasks with minimal supervision.
- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.

Please submit your cover letter and resume to:

Asna SHAREEF
RCMP Detachment Office Manager
100 6th Avenue West
Prince Rupert, BC V8J 3Z3
Email: asna.shareef@rcmp-grc.gc.ca

Application Deadline: Until filled

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.