

YOUTH IN POLICING INITIATIVE
Ottawa Police Service
Student Employment Program
JOB DESCRIPTION

Position Title: 2017 Youth in Policing Initiative (YIPI) Youth Placement (Winter)

Hours of Work: 12 hours per week, afternoon and weekend shifts

Section and Location of Work: Consideration will be given for job preference but placement will be dependent on availability. Location of work varies by Section.

Standard Length of Placement: December 2017 to March 2018

Rate of Pay: \$11.40 per hour

Program Objective

The Youth in Policing Initiative is a provincially funded program for youth 15-18 years old attending a secondary school program. Participants will be provided with an opportunity to learn about the Ottawa Police Service, our community, and to develop new skills to increase their future employability. The program will allow students to consider policing as a viable career in the future.

Duties

Under the direction and supervision of Section Managers (or designate), the participant will:

- Provide assistance in the preparation of reports and manuals.
- Compile, insert, retrieve, and reorganize information on various databases and spreadsheets.
- Perform clerical/administrative duties associated with record operations such as filing and data entry, which includes the purging of old or duplicate files.
- Answer general inquiries by phone.
- Photocopy and scan information.

- Sort and distribute incoming mail.
- Provide assistance with special projects as assigned.
- Promote and support Crime Prevention initiatives.
- Assist various external agencies with their initiatives.

Special Equipment/Computer Programs Utilized

Microsoft Office (especially Word and Excel in some placements)

Qualifications Required

Education: Must be a registered full-time student (in a secondary educational program) during the 2017-2018 academic year.

Experience: Previous office experience considered an asset, not mandatory.

Computer Knowledge Required: Microsoft Office (Word and Excel), Internet search engines. Social media platforms considered an asset.

Personal Suitability:

- Experience using general office equipment (phone, photocopier/scanner, printer, etc)
- Demonstrated ability to communicate effectively (verbal and written) with all levels of the organization and with members of the public.
- Demonstrated ability to identify issues and take the initiative to resolve them.
- Demonstrated ability to work both individually and in a team environment and share information.
- Demonstrated willingness to learn.
- Good organizational skills.
- Ability to pay close attention to detail and produce error-free work.
- Ability to work with internal and external clients in a busy and strenuous environment.
- Ability to act responsibly.
- Ability to exercise good judgment.
- Ability to use discretion and ensure the confidentiality of information is maintained.

- Ability to conduct oneself in a professional manner.
- Ability to manage multiple priorities in a timely and effective manner.
- French or knowledge of another language is considered an asset, but is not a mandatory qualification.

Eligibility Requirements

- Eligible to work in Canada.
- Between 15 and 18 years of age for the duration of the program.
- Must be a registered full-time student (in a secondary educational program) during the 2017-2018 academic year
- Resident of Ottawa.
- Successfully complete the recruitment/background check process.

Note:

To apply for a position, please forward a letter of interest and resume by Tuesday, October 10, 2017 at 4:00 p.m.

1. Email letter of interest and resume to yipi@ottawapolice.ca
2. Mail letter of interest and resume to: Ottawa Police Service, Youth Office/Tom Patrick, c/o Youth in Policing Initiative, P.O. Box 9634, Station T, Ottawa, ON K1G 6H5
3. Deliver by hand letter of interest and resume to 474 Elgin Street with envelope marked: Ottawa Police Service, Youth Office/Tom Patrick, c/o Youth in Policing Initiative, P.O. Box 9634, Station T, Ottawa, ON K1G 6H5

Applicants may be short-listed based on their letter of interest and resume. We thank all candidates for their interest. Only those selected for an interview will be contacted. The successful candidate will be required to pass the OPS criminal record and background check.

For further information, please contact:

Youth Section, 613-236-1222, extension 5382 or email yipi@ottawapolice.ca.

We encourage applications from Aboriginal peoples, racial minorities, women and people with disabilities.

Accessibility

Accommodation will be provided in all parts of the hiring process as required. Applicants need to make their needs known in advance. Please note that you may be asked for documentation. Accessible formats and communication support are available upon request. Please contact Employee Services at 613-236-1222, extension 4320 or email staffing@ottawapolice.ca.