

CITY OF TERRACE

VACANCY

R.C.M.P. GUARD

(Casuals)



The City of Terrace is currently looking for qualified applicants to fill the position of R.C.M.P. Guard on an on-call, casual basis. The role of the R.C.M.P. Guard is to maintain the safety, security and dignity of prisoners in the care of the R.C.M.P.

Examples of Work Performed:

1. Check prisoners on a frequent basis to ensure their security and well being and record observations in prisoner log;
2. Assist Members in monitoring prisoners while they participate in visits or make telephone calls;
3. Order prisoner meals and monitor meal inventory for audit purposes, and prepare and distribute meals to prisoners and ensure the recovery of all meal utensils;
4. Distribute medication to prisoners under the direction of a medical doctor and arrange prisoner medical treatment, as required;
5. Book in prisoners on the Computerized Arrest and Booking System (CABS) and maintain CABS system and report any repairs that are required;
6. Photograph prisoners with CABS video and fingerprint prisoners, as required;
7. Ensure the Watch Supervisor is kept informed of prisoner conditions, unusual occurrences and damage to cell block, and ensure the cell block is maintained in a clean condition;
8. Liaise with the Sheriff's Service regarding prisoner escorts and the classification of prisoners prior to booking into R.C.M.P. cells;
9. Ensure that the cells are secure prior to prisoner incarceration by searching for articles that can be used as a weapon or to deface property;
10. Ensure that prisoners are not subjected to personal abuse, insults, indignities or unnecessary exposure to the public or the media, and report immediately to the Watch Supervisor or the Officer in Charge any violations of this nature;
11. Complete other prisoner-related and clerical functions as directed by the O.I.C. Terrace Detachment or his/her designate.

Minimum Training and Experience:

1. Secondary school graduation;
2. Minimum of two years' related experience;
3. Ability to work well and react appropriately in stressful conditions;
4. Good physical condition;
5. Computer experience;
6. First Aid and C.P.R. training;
7. Ability to work independently and to accomplish tasks and assignments;
8. Ability to deal effectively with prisoners, co-workers and the public;
9. Good written and oral communication skills;
10. Employment subject to R.C.M.P. Enhanced Reliability Clearance.

This is a casual, on-call Union position (CUPE Local 2012). 12 hour shifts, 2 days and 2 nights.

Resumes, complete with a current Drivers Abstract, will be received no later than **4:30 p.m., Friday, November 25, 2016**. Forward applications to **Briana Pellegrino, Human Resources Advisor, City of Terrace, 3215 Eby Street, Terrace, B.C. V8G 2X8 Tel. (250) 638-4723 Fax (250) 638-4777 (or e-mail to bpellegrino@terrace.ca)**. **Please refer to Job Posting #31-2016 when submitting your resume.**

The City of Terrace thanks all applicants for their interest, however only those being considered for an interview will be contacted.