



IFTC Safety Officer

You have a passion for making a difference, you crave the opportunity to impact your community and you would describe yourself as someone who seeks a career with purpose. You have a strong internal drive that pushes you to seek challenging work in a collaborative, professional and reputable environment that does meaningful work in Calgary.

At Inn from the Cold (IFTC), our mission is to offer shelter, sanctuary, and healing to assist homeless children and their families achieve independence. We need passionate, high-performing and solution-oriented team members to achieve our mission and have an exciting and challenging opportunity for the right candidate.

Position Summary:

The IFTC Safety Officer, under the direction of the Executive Director, will primarily be responsible to maintain the safety and security of people premises and property of all IFTC buildings. This role will also be responsible for the integrity of Inn from the Cold by ensuring compliance with all outside regulatory requirements regarding security, as well as internal policies and procedures. This position will establish, communicate and maintain a Corporate Compliance Program that ensures adherence to compliance requirements. The IFTC Safety Officer must be able to interpret and apply legislation around security, and to explain legislatively complex information to various stakeholders.

Primary Duties:

- Develop, lead, implement and manage a Corporate Compliance Program for security that specifies IFTC's policies, procedures, and actions within a process to help prevent and detect violations of laws and regulations.
- Develop, implement and manage a corporate CCTV Management policy, process and investigation program.
- Research requirements and ensure security licensing is adequate.
- Design and manage an incident reporting process.
- Monitor the performance of the Corporate Compliance Program and take appropriate steps to improve its effectiveness.
- Create, review, implement and update corporate policies and operational procedures.
- Prepare, monitor and update compliance plans regularly. Implement changes to policies, procedures and programs that will serve to improve the organization's compliance.
- In time, lead a team of Safety Officers.
- Lead and support the development of processes, tools and resources to support compliance initiatives that align with corporate goals and objectives.
- Develop and deliver applicable compliance training and associated materials, including: New hire compliance orientation and ongoing employee/management compliance training.
- Monitor progress and evaluate the impact of compliance training programs and initiate modifications to the program, as required.
- Conduct compliance research to identify and analyze compliance requirements.
- Complete compliance risk assessments to identify vulnerabilities and implement appropriate corrective and follow-up actions.



- Review and assess corporate compliance and associated documentation to ensure operational adherence.
- Coordinate the compliance activities of all departments. Prepare and deliver compliance reports.
- Investigate, evaluate, respond and resolve alleged compliance violations.
- Establish and manage a compliance improvement and compliance violations reporting system.
- Ensure the proper reporting of violations and potential violations to authorized external agencies.
- Provide interpretation, guidance and advice on corporate compliance requirements, including: Legislation, regulation and policy requirements.
- Lead internal compliance audits.
- Conduct and attend meetings as required.
- Other duties as assigned.

Qualifications

- Completion of high school or equivalent.
- 2 - 5 years of progressive experience in security roles responsible for ensuring regulatory compliance.
- Minimum 1 year of experience working with the vulnerable population.
- Must be a highly motivated, service and team-oriented individual with an attention to detail.
- Able to read and interpret legislation, regulations and other legal documents.
- Knowledge of various compliance frameworks.
- Proven experience with driving improvements in regulatory compliance.
- Demonstrated ability to develop and deliver training and associated documentation.
- Excellent interpersonal and communication skills.
- Able to prioritize and manage conflicting demands.
- Maintain professional skills and refine expertise through appropriate educational/developmental activities.
- Proven ability to identify, analyze and resolve problems/conflict quickly.
- Able to build and maintain lasting relationships.
- Proficiency in Microsoft Office (MS Word, Excel, PowerPoint).
- Direct experience assessing training needs, creating training materials to fulfill those needs, and then delivering the training an asset.
- Strong organizational skills.
- Enthusiasm for challenge and new initiatives are prerequisites.
- Demonstrated ability to train, coach, evaluate, and improve others.
- Excellent listening, observing, and questioning skills.
- Motivated, energetic, goal-oriented, and positive outlook critical.

This position description reflects the general duties of the position, but is not intended to be a detailed description of all duties that may be inherent in the position.

Please send resumes to Marj Kyle, at joininn@innfromthecold.org by April 18, 2018.

Values:



- **Embrace Compassion:** we fulfill a duty of care, not only to our guests, but to our colleagues and our community
- **Exhibit Courage:** we uphold the convictions of the organization and support our community, especially when faced with adversity
- **Work Inclusively:** we foster a culture where all stakeholders feel they have an opportunity to turn their potential into performance
- **Demonstrate Respect:** we believe the way we treat each other in achieving our objectives is just as important as what we achieve
- **Act with Accountability:** we demonstrate a commitment to our word, accept responsibility for our mistakes, and take action to address them
- **Encourage Innovation:** we take informed risks and champion new ideas