

Employment Opportunity



Position: Security Dispatcher
Service Area: Public Safety and Justice
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: March 27, 2026
Closing Date: April 9, 2026
Competition Number: CO O -01-03-27-26

POSITION SUMMARY:

The Security Dispatcher is part of the security team, working rotating day/night shifts, holidays, weekends and on-call basis. Security Dispatch answer and direct all incoming calls. Ensure necessary assistance and follow up for each service call. The security dispatcher will assist with promoting and carrying out the goals and objectives of the Siksika Security Services. Will work within the policies and procedures of the Siksika Tribal Administration.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

1. Receive, direct and relay telephone calls/messages, and email messages for the Public Safety Building Staff.
2. Greet visitors and refer to the appropriate department.
3. Maintain communication with security/peace officers via radio, telephone, or text message
4. Report all incidents, accidents, or medical emergencies by following emergency response proceedings.
5. Enter incident information into Omnigo Software for Security, Peace Officers, Housing and Public Works.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Must be able to work and rotate an 12-hour shift schedule, day (0800-2000) and night (2000-0800). And follow detailed procedures
- Must have knowledge of Microsoft 360 and excellent computer skills.
- Must have a professional attitude to understand and deal with problems and crisis situations efficiently, effectively, and in a calm and professional manner.
- Knowledge of general office procedures, such as filing systems.

Education and Experience

Alberta High School Diploma
First Aid Certification
Submit current Criminal Record Check
Experience and training in the security field will be considered an asset.

Professional Designation/Certification/Licenses:

First Aid Certification
Submit current Criminal Record Check

Other:

Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.

CALL 403-734-5567 or 403-734-5579 to learn more.

WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others