



IPV/ABUSE ISSUES ADMINISTRATOR
INTERNAL/EXTERNAL POSTING
THUNDER BAY, ON (GHQ)
Posted: November 27, 2025
Closing: December 10, 2025
Salary: \$65,544.48-\$72,167.88
Job ID: GHQ-44-25

The Nishnawbe Aski Police Service requires one (1) IPV/Abuse Issues Administrator, based in Thunder Bay, ON. This is a civilian role, working closely with NAPS Survivor Assistance Support Program & NAPS Crime Unit. This is a full-time position and works Monday-Friday, 35 hours/week.

Summary:

Monitor the response to and provide investigative expertise on all detachment abuse-related issues investigations, in accordance with current policy and procedures, while promoting a victim centered and trauma informed approach.

Preferred Qualifications:

- Relevant post-secondary degree/diploma in a related field;
- 3-5 years' work experience in a related field;
- Knowledge of applicable legislation and case law as it relates to personal violence victims, including Provincial and Federal Victim Bill of Rights and ability to demonstrate sensitive communication skills with all victims;
- Knowledge of current services and agencies as well as various victim assistance programs in support of victims related to criminal abuse cases within detachment area;
- Knowledge of and/or ability to successfully complete training courses in the areas of General Investigation Techniques, Interviewing, Sexual Assault Investigations, Intimate Partner Violence, Abuse Issues Investigations, Powercase, ViCLAS and the Ontario Sex Offender Registry;
- Knowledge and application of investigative techniques and case management strategies in Benchmark criteria occurrences;
- Oral and written communication skills to facilitate discussions and deliver key messages and training;
- Relationship-building and team-building skills to be sensitive to the needs and concerns of others, demonstrate diplomacy, integrity, tact, and professionalism;
- Skill in building relationships that demonstrate understanding and respect for the perspectives of diverse communicates and in supporting and valuing diversity;
- Interpersonal skills and sensitivity relating to gender-based violence, intimate partner violence, spousal, child abuse, sexual assault, and victims' issues and rights. and ability to provide support to all investigating members of personal violence offences;
- Ability to participate in continuous learning to remain current on evidence-based practices relating to personal violence investigations;
- Ability to maintain records and information in accordance with NAPS policies and procedures.

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience.

Closing date for applications is **Wednesday, December 10, 2025 at 4:00 p.m. EST**. Please quote the Job ID on your application and the subject line of your email. All completed packages **MUST** be sent, **as a single PDF document**, to:

Internal applicants: iresume@naps.ca

External applicants: eresume@naps.ca

Nishnawbe Aski Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact eresume@naps.ca.

Please note for internal applicants, any disciplinary violations in the last two calendar years *may be* considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position. Should you have questions or concerns, please contact HumanResources@naps.ca.

*****We thank everyone for their interest in the position, however, only those
chosen for an interview will be contacted*****