



**LONDON & MIDDLESEX**  
COMMUNITY HOUSING

## Job Posting: Temporary Community Safety Specialist

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JOB TITLE:	Temporary Community Safety Specialist
REPORTS TO:	Community Safety Manager
SALARY RANGE:	\$33.20 – \$37.77 per hour.
HIRING RANGE:	\$33.20 per hour.
COMPETITION:	2026-10
POSTING DATE:	JUNE 30, 2026
CLOSING DATE:	JULY 14, 2026

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**THIS POSTING IS FOR ONE (1) TEMPORARY FULL-TIME POSITION FOR UP TO TWELVE (12) MONTHS.**

Reporting to the Community Safety Manager, the Community Safety Specialist is a front-line member of the Community Safety Unit, working collaboratively within a team to deliver responsive customer service and security support to all LMCH tenants, visitors, staff, equipment, and properties

**Who We Are:** London & Middlesex Community Housing (LMCH) provides 3,282 housing units across 32 properties to more than 5,000 people. Those who call LMCH home are a diverse cross-section of individuals including families, seniors, adults, and new Canadians, all of whom are living with limited income. At LMCH, we believe that housing is the foundation of a better tomorrow.

**Mission:** To provide clean, safe and well-maintained homes, to meet the needs of the people we serve in our communities.

**Vision:** To build inclusive communities where safe, affordable, and accessible housing is the foundation for positive change.

**LMCH Values:**

To	Collaborate
To be	Accountable
To be	Responsive
To promote	Equity

## 1. PURPOSE OF THE JOB:

The Community Safety Specialist will be responsible for responding to incidents and conducting investigations as well as enforcing LMCH policies, building and fire safety standards, municipal by-laws, the Criminal Code of Canada, Residential Tenancies Act, Trespass to Property Act, and other related federal and provincial statutes on LMCH properties where applicable. This is a bargaining-unit position.

## 2. KEY DUTIES/RESPONSIBILITIES:

- Works collaboratively with Community Safety Unit members and other departments to support coordinated service delivery.
- Investigates complaints and incidents relating to tenants & non-tenants in a prompt and courteous manner and assists other departments with investigations and complaints relating to tenants as assigned.
- Collects evidence, obtains statements from witnesses, and attends court or Landlord Tenant Board Tribunals to testify and/or present evidence.
- Identifies, reports, and resolves high-risk environments and/or conditions relating to LMCH properties, including but not limited to, safely disposing of sharps such as needles, knives, and improvised weapons.
- Ensures consistent and non-discriminatory enforcement of applicable LMCH policies and procedures, municipal by-laws, including exercising authorities as permitted under the Criminal Code of Canada and adhering to Private Security and Investigative Services Act, 2005 and other relevant provincial and federal legislation as identified by LMCH.
- Issues trespass notices and escorts trespassed individuals off property.
- Investigates vandalism and damage caused to security equipment, controlled entry systems, site offices, common areas, service rooms, etc.
- Conducts mobile patrols and foot patrols of all LMCH properties to detect and prevent crimes; investigates signs of intrusion and assists in creating and maintaining a safe environment for LMCH tenants, employees, contactors, volunteers, and assets.
- Completes daily inspections/maintenance of security patrol vehicles and reports all deficiencies.
- Responds to calls for service and first-level emergency response on LMCH properties including but not limited to noise complaints, trespassing, medical emergencies, fires, threats, leaks, or CBRNE spills. Assesses scene and takes appropriate action according to emergency response SOPs whilst



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conducting scene control of immediate areas, escorting local emergency services to the scene, and taking direction from management.

- Maintains a memo book daily for logging incidents, duties performed, and information of a confidential nature in chronological order, which may be required for judicial proceedings.
- Operates CCTV systems and assists law enforcement and LMCH personnel with accessing surveillance footage for investigative purposes when required.
- Provides protective services for LMCH staff while conducting unit inspections, evictions, or other risk-associated tasks.
- Liaises with other LMCH staff in identifying and addressing non-operational or absent life safety systems.
- Investigates parking violations and issues parking infraction notices; facilitates towing of unlicensed or unregistered vehicles from LMCH properties; investigates stolen/abandoned vehicles in conjunction with local Police Services.
- Mandatory on-call duties as assigned, including fire safety response, assistance with lockouts, provides access to contractors, fire watch, etc.
- Conducts emergency lock changes when required.
- Acts as liaison with various municipal and provincial agencies.
- Participates in public education sessions and crime prevention programs with LMCH tenants, community partners, and the public.
- Other duties as assigned.

**3. EDUCATION, EXPERIENCE, & QUALIFICATIONS:**

- Successful completion of a College program related to the industry such as Police Foundations or Law and Security. University degree is preferred.
- Must possess a valid Ontario Security Guard License.
- Minimum three (3) years of security or law enforcement experience.
  - Preference will be given to applicants with relevant experience in healthcare, municipal or community housing environments, and/or working with vulnerable populations.
- Applied Suicide Intervention Skills Training (ASIST) issued by a recognized provider is an asset.
- Mental Health First Aid (MHFA) Certificate issued by a recognized provider is an asset.
- Valid Standard First Aid Level C and CPR certification; Emergency Medical Responder (Canadian Red Cross) or Advanced Medical First Responder (St. John Ambulance) preferred.



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- IMS 100 certification or successful completion within 6 months of hire date.
- Able to pass a background check and reference check.
- Must be able to provide a clean Ministry of Transportation Driver's Abstract.
- Must possess a valid Ontario Class "G" driver's license with a good driving record and have access to a vehicle for daily use. Travel will be required within the City of London and/or County of Middlesex.
- Must be able to work in varying environmental conditions, including outdoor exposure, and safely perform duties that may involve physical activity such as standing, walking, and responding to dynamic situations

Additional Requirements:

- Ability to work varying/rotating shifts (including days, afternoons, evenings, holidays, and weekends) and flexibility to be re-assigned as necessary.
- Be able to obtain and maintain Ontario Use of Force certification.
- Familiarity with equipment such as fire safety systems and building mechanical systems.
- Knowledge of applicable legislation, including privacy legislation (e.g., Municipal Freedom of Information and Protection of Privacy Act), and the ability to apply this knowledge in accordance with LMCH policies and procedures.
- Ability to investigate and assess security incidents and use good judgement in responding to emergency situations.
- Ability to develop positive working relations with staff, tenants, police, fire officials, and community agencies, including demonstrated professionalism, integrity, and sound judgement when interacting with staff, tenants, and community partners.
- Strong and effective interpersonal, verbal, and written communications skills and the ability to be diplomatic, tactful, patient, and courteous while providing a high level of customer service.
- Demonstrated experience utilizing computer software such as MS Word, Excel, and database applications.
- Must be able to work in environments that may involve exposure to stressful, high-risk, or potentially traumatic situations, while adhering to established health and safety standards and demonstrating a commitment to personal safety, risk awareness, and safe response within training and organizational guidelines.



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**4. WE CARE PHILOSOPHY:**

The incumbent contributes and supports the overall culture and working environment of the agency by:

- Having a working knowledge of cultural, social, and demographic patterns relating to vulnerable priority populations.
- Committing to harm reduction and low-barrier service, as well as non-violent crisis intervention, de-escalation, and supporting citizens.
- Committing to work in a diverse, interdisciplinary setting.
- Understanding and being sensitive towards the belief systems of other groups, the complexity of those facing poverty, and their individual unique strengths and needs.
- Setting an example of a strong work ethic and positive team attitude.
- Working with diverse communities with sensitivity, creativity, innovation, language and cultural understanding in a non-judgmental manner.

**5. POLICE RECORDS CHECK:**

This position requires the successful candidate submit a current Police Records check and Vulnerable Sector Screening from their local police service. A current LMCH employee who is the successful candidate for this position must also provide this document *unless* it is already on file and *not* more than one year old.

**6. SALARY & HOURS OF WORK:**

Wage range of \$33.20 – \$37.77 per hour (Band 8). You will receive 4% in lieu of benefits and 4% vacation pay on each pay.

Shift Premiums include an additional \$1.30 per hour for any time worked between the hours of five (5:00pm) and seven (7:00am) Monday through Friday. Where more than fifty per cent (50%) of the hours worked fall within this period, the premium shall be paid for all hours worked. An additional \$1.00 per hour will be paid for any hours worked during a weekend. Weekends are defined as the period from Saturday at (twelve) 12:00am through eleven fifty-nine (11:59pm) Sunday.

8 to 12-hour shift work, Monday-Sunday. Up to 84 paid hours bi-weekly. Schedules will be published at least two weeks in advance.



## WHAT'S NEXT:

Once you apply, we'll review your resume and cover letter to determine if your skills and experience match the qualifications for the role.

Only qualified candidates will be contacted for next steps. If you move forward, the process may include an interview, written/practical test, and reference check.

Here's your chance to bring your knowledge and expertise to our team and contribute to providing better homes and better neighbourhoods. When submitting your cover letter and resume, be sure to tell us about your skills and qualifications that are a match to those specified in the job posting.

A cover letter and resume must be received by 4:30pm, July 14, 2026.  
Late applications will not be considered.

Please send your cover letter and resume to the attention of:

Spencer Harrold  
Human Resources Assistant  
London & Middlesex Community Housing  
1299 Oxford Street East, Unit 5C5 London, ON, N5Y 4W5  
E-mail: [employment@lmch.ca](mailto:employment@lmch.ca)

London & Middlesex Community Housing (LMCH) is committed to equity in employment. Our goal is a diverse, inclusive, and barrier-free workplace that reflects the communities we serve.

We will provide reasonable accommodation to applicants with disabilities at all stages of the hiring process in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005. Please advise if you require an accommodation during the selection process.

Thank you for your interest in London & Middlesex Community Housing!