



IDENTIFICATION

Department	Position Title	
Justice	Relief Coroner	
Position Number	Community	Division/Region
82-16931	Norman Wells	Sahtu

PURPOSE OF THE POSITION

The Relief Coroner provides skilled and confidential investigative services as well as serve as a local community expert. The investigation of sudden and unexpected deaths is the main responsibility of the Relief Coroner.

SCOPE

The Relief Coroner role is located in Norman Wells. The incumbent reports to the Deputy Chief Coroner, however, they may receive direction from the Chief Coroner, Deputy Chief Coroner or Coroner. The Relief Coroner provides frontline services at the scenes of deaths. The Relief Coroner works alongside and in cooperation with investigative partners such as the RCMP, local health authorities, and funeral homes.

The Relief Coroner prepares investigative reporting, completes body removal, conducts external examinations and oversees the collection of toxicological samples.

The Relief Coroner must perform the professional and legal duties set out in the *Coroners Act*, also in accordance with the *Evidence Act*, *Canada Evidence Act*, *Vital Statistics Act*, *Public Health Act*, *Access to Information and Protection of Privacy Act* with such ancillary or incidental duties as may be reasonably expected of or pertain to the effective performance of the Coroner and the NWT Coroner Service.

RESPONSIBILITIES

1. Assisting with investigations of sudden and unexpected deaths reportable under the *Coroners Act*, ensuring all deaths are investigated thoroughly by:

- Interpreting and applying the *Coroners Act* and all other relative legislation
- Keeping the Coroner, Deputy Chief Coroner, and Chief Coroner apprised of pertinent case details as they evolve, especially when determining the manner of death.
- Liaising with family members of the deceased

2. Performs duties and exercises the statutory powers of a Coroner by:

- Receiving initial verbal, written or telephone notification of reportable deaths in the community
- Performing external examinations and makes findings on the cause of death, manner of death, and reports all information obtained to the Deputy Chief Coroner, and Chief Coroner
- Issues warrants for the collection of remains and evidence as it pertains to the manner or cause of death
- Obtain complete and accurate background information about the deceased person from contacts with police, health care facilities, territorial and federal government departments, funeral homes, etc.
- Protect all personal and confidential information related to death investigations
- Arrange for transportation of human remains for post-mortem examination
- Provides support, advice and assistance to the immediate family and relatives of the deceased.

3. Provides community support to the Office of the Chief Coroner by:

- Answering telephone calls, emails and facsimiles to and from families, investigative partners and the public
- With assistance from the Coroner, Deputy Chief Coroner, and Coroner, the incumbent will complete all required investigative reporting which may include preliminary investigative reports, final investigative reports and vital statistics reporting
- Perform other duties as assigned.
- Manages the inventory of their own kit for PPE and supplies utilized throughout death investigations and will make a request for more supplies when needed.
- Utilize HRIS as required, for time reporting, expense accounts etc.

WORKING CONDITIONS

Physical Demands

There is a combination of field and office work.

Physical effort is required to access and retrieve body and body parts multiple times per year for approximately 6 hours per occurrence.

The incumbent will be required to search scenes and handle evidence which may include severed body parts. Scenes include houses, commercial buildings, industrial settings, roadways, highways, lakes, rivers, and remote wilderness in all forms of weather and seasons. Evidence exhibits may include large cumbersome objects.

External Examinations may be completed on human remains, which require lifting, pulling and pushing to turn human remains onto their side or onto their back/frontside. If necessary, prepare the deceased for transportation by placing the deceased in a shipping container. This is done either alone or with the assistance of another person, human remains can be heavy. While working at the scene or morgue the incumbent must be able to lift, stretch, and pull and push remains and must be able to stand for long periods of time without sitting.

Human remains are often flown to Yellowknife for shipment to Edmonton. The Relief Coroner is required to ensure that these remains are transported, which may include the lifting of remains and shipping containers.

Environmental Conditions

There could be exposure to communicable diseases, bodily fluids, strong foul odors, decomposing bodies or body parts in various states of decay multiple times per year. The incumbent is frequently required to travel on small aircraft, helicopters or boats to reach remote death scenes.

Death investigations will be performed in all weather conditions in remote environments on land or ice. Primitive sleeping accommodations may be provided, from a tent to the floor of an RCMP detachment.

Sensory Demands

The incumbent will be required to use the combined senses of touch, sight, and smell throughout an investigation.

Mental Demands

The incumbent will be exposed to graphic details of death and be expected to be called out at any time of the day or night. This may cause a significant disruption to the incumbent's family and social life. The incumbent may be subject to phone calls and direct disruptions to family life during off-duty hours.

The incumbent will be required to remain calm, professional and supportive to individuals who are emotionally distraught. Some families can be very aggressive, potentially abusive, volatile or in crisis, raising questions about personal safety.

KNOWLEDGE, SKILLS AND ABILITIES

- Proficient oral, written and electronic communications skills
- Ability to multi-task in a fast-paced environment
- Ability to accept direction
- Ability to work effectively independently and as part of a team
- Proven evaluation, analytical and problem-solving skills
- Knowledge and understanding of *Coroners Act*, *NWT Evidence Act*, *Vital Statistics Act*, *Public Health Act*
- Demonstration and comprehensive knowledge of *Access to Information and Protection of Privacy Act* (ATTIPP), relevant GNWT legislation, relevant regulations and policies, and procedures
- Ability to interact with the public in a courteous, prompt manner
- Ability to identify issues and weigh facts to draw supportable and appropriate conclusions
- Proven ability to listen, understand and respond in a helpful and responsive manner
- Proven knowledge of community life in the North and cross-cultural issues
- Ability to research, read, understand and explain medical terms
- Ability to operate confidentially while carrying out the duties of the Relief Coroner
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace

Typically, the above qualifications would be attained by:

Equivalent combinations of education and experience will be considered. The incumbent must be eligible to receive a statutory appointment as a Coroner to perform duties of this position.

ADDITIONAL REQUIREMENTS

Position Security

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- ☐ French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

READING COMPREHENSION:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

WRITING SKILLS:

Basic (B) ☐ Intermediate (I) ☐ Advanced (A) ☐

☐ French preferred

Indigenous language: Indigenous Language - Not Specified

☐ Required

☒ Preferred