

STRENGTH
PEACE
UNITY

Mohawk Council of Kahnawake

P.O. Box 720
Kahnawake Mohawk Territory J0L 1B0

Tsi Nikaio'tenhiseró:tens Ne Onkweshón:'a Rotiió'tens

HUMAN RESOURCES UNIT



Tel.: (450)632-7500

Fax: (450)638-5958

Website: www.kahnawake.com

INTERNAL/EXTERNAL

JOB OPPORTUNITY

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| <u>POSITION:</u> | On Call Animal Control Officer, Public Safety Division |
| <u>DURATION:</u> | Fixed-Term, On-Call Three (3) Month Probation Period |
| <u>DESCRIPTION:</u> | See Attached Job Description |
| <u>SALARY:</u> | \$17.84 to \$20.16 Per Hour |
| Hours of Operation | Various |
| Hours per week | One (1) to Thirty-six (36) hours per week |
| <u>DEADLINE FOR APPLICATION:</u> | No Deadline – Open until the position is filled |
| <u>REQUIREMENTS:</u> | ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED.</u> <ul style="list-style-type: none">✓ Applicant Check list✓ Letter of intent✓ Resume |

APPLICATION: Please address your application to Dawn Stacey, Manager of Recruitment & Staffing. Forward your complete application via e-mail only to: Applications@mck.ca

NOTE: All forms and requirements are listed on our website: www.kahnawake.com/jobs

- **Please ensure applications are submitted complete as requested. Incomplete applications may not be considered.**
- **Only candidates selected for an interview will be contacted.**
- **A preference will be given to Aboriginal candidates.**

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Job Description

| GENERAL INFORMATION | |
|---------------------------------|---|
| Job Title: | On-Call Animal Protection Officer #TR13 |
| Division: | Animal Protection |
| Date of Job Description: | October 2008 |
| Terms: | Fixed-Term |
| Job Reports to: | Animal Protection Officer |

| THE INCUMBENT | |
|----------------------------|---------------|
| Name of Incumbent: | |
| Date of Hiring: | |
| Name of Supervisor: | Robyn Montour |

| GENERAL JOB DESCRIPTION |
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| Under the supervision of Animal Protection Officer, is responsible to provide an on-call service to the Community for pick-up of injured, dead, or stray animals from the Territory of Kahnawá:ke for treatment, disposal and/or impoundment. |

| RESPONSIBILITIES | TASKS |
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| To patrol Kahnawá:ke and enforce the various Community By-Laws regarding animals. | <ul style="list-style-type: none"> ➤ Patrols Kahnawá:ke Territory for any stray animals, and picks up for holding in the kennel; ➤ Issues warnings and/or infraction tickets to owners of dogs which are untied on their property; ➤ Testifies in a court of law when called upon to do so; ➤ Communicates or receives calls by Peacekeeper radio; ➤ Answers calls for injured, dead, or stray animals needing to be picked up; ➤ Transports animals to the S.P.C.A for treatment; or to and from veterinarian or pound; ➤ Disposes of animal carcasses; ➤ Provides on-call and/or patrolling service 16 hours per day on weekdays from 4:00 p.m. to 8:30 a.m. and 12 hours per day on weekends; ➤ Promotes the animal protection issues by appearing on radio- |

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| | <p>station for talk-shows to inform Kahnawá:kero:non of the laws regarding their pets;</p> <ul style="list-style-type: none"> ➤ Report impounded animals via local media, K-103 radio station. |
| To Care For Animals At The Pound. | <ul style="list-style-type: none"> ➤ Ensures all animals are fed regularly; ➤ Ensures all cages are cleaned on a regular basis; ➤ Purchases and delivers straw from local farmers to ensure that animals are comforted in cold weather. |
| To ensure that the Animal Protection Office is maintained. | <ul style="list-style-type: none"> ➤ Logs each call received; ➤ Fills in daily activity sheet of all calls; ➤ Documents every animal brought into the pound; ➤ Ensures the office is kept clean; ➤ Shovels walkway and clears kennel yard of snow in winter. |
| <ul style="list-style-type: none"> ➤ Performs other job related duties as directed by the immediate supervisor. | |

ACCOUNTABILITY

- To ensure all animals impounded are cared for during incarceration period;
- To promote the animal control services and mandate;
- To provide information regarding the laws of the community regarding pets;
- Responsible for the general maintenance of the Animal Protection Office;
- To deal with internal and external clients in a tactful, discreet and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy and Kanien'keha Language Initiatives.

QUALIFICATIONS

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| Education and Experience Required | <ul style="list-style-type: none"> ➤ HIGH SCHOOL DIPLOMA, plus one (1) year relevant experience. |
| Skills Requirements | <ul style="list-style-type: none"> ➤ Knowledge of the Kahnawá:ke Territory for patrolling; ➤ Knowledge of the Kahnawá:ke D2 bylaw; ➤ Knowledge of all types of animals encountered on the territory; Knowledge of how to care for and handle various types of animals; ➤ Must possess a valid Quebec Driver's License; ➤ Ability to communicate in the Kanien'keha and French languages is an asset; |

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| | ➤ The willingness to learn the Kanien'keha language is required. |
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THE IMMEDIATE SUPERVISOR

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES