

STRENGTH  
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# Mohawk Council of Kahnawake

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

*'Isi Nikaio'tenhséro:tens Ne Onkweshón:'a Rotiió'tens*

**HUMAN RESOURCES UNIT**



Tel.: (450)632-7500

Fax: (450)638-5958

Website: [www.kahnawake.com](http://www.kahnawake.com)

INTERNAL/EXTERNAL

## JOB OPPORTUNITY

<b><u>POSITION:</u></b>	<b>Compliance Officer, Kahnawà:ke Residency Law, Client Based Services</b>
<b><u>DURATION:</u></b>	Indeterminate, Full-Time Six (6) Month Probation Period
<b><u>DESCRIPTION:</u></b>	See Attached Job Description
<b><u>SALARY:</u></b>	\$979.11 to \$1,105.88 Per Week
Hours of Operation	8:30 a.m. to 4:00 p.m.
Hours per week	37.5 hours per week
<b><u>DEADLINE FOR APPLICATION:</u></b>	<b>Wednesday, May 1, 2024 - 4:00 p.m.</b>
<b><u>REQUIREMENTS:</u></b>	<b>ALL REQUIRED DOCUMENTS MUST BE SUBMITTED <u>BEFORE THE DEADLINE</u> FOR YOUR APPLICATION TO BE CONSIDERED</b>  <ul style="list-style-type: none"><li>✓ Applicant checklist</li><li>✓ Letter of intent</li><li>✓ Resume</li></ul>

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

**NOTE:** All forms and requirements are listed on our website: [www.kahnawake.com/jobs](http://www.kahnawake.com/jobs)

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



<b>Job Title:</b>	Compliance Officer, Kahnawà:ke Residency Law
<b>Division:</b>	Client Based Services
<b>Reports To:</b>	General Manager of the Kahnawà:ke Kanien'kehá:ka Registry Office
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> In accordance with the Kahnawà:ke Residency Law and Regulations, performs specific field and office work related to managing and controlling residency on the Territory. The Compliance Officer investigates and verifies complaints and is responsible for following the administrative process required for evictions under the <i>Kahnawà:ke Residency Law</i>.</p>	
<p><b>Cultural Identity Attributes:</b> Must be persistent, detail-orientated, and enjoy a challenge in reaching a long-term goal. The individual must be able to effectively investigate who can reside in the community as set out in the <i>Kahnawà:ke Residency Law</i>.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Investigate and Verify the Factual Basis of Complaints made to the Registrar for Revocation of a Permit or Approved Kahnawà:ke Resident Authorization</b></p> <ul style="list-style-type: none"> <li>• Initial verification of all of the information provided in a Complaint;</li> <li>• Determines investigational requirements for individual cases;</li> <li>• Conducts and/ or supervises all investigations and handles all investigative requirements;</li> <li>• Gathers relevant information throughout the course of an investigation;</li> <li>• Conducts undercover investigations when necessary, as required by the <i>Kahnawà:ke Residency Law</i>;</li> <li>• Coordinates searches and surveillances, as required by the <i>Kahnawà:ke Residency Law</i>;</li> <li>• Accumulates and oversees all evidence and verifies it is properly safeguarded;</li> <li>• Coordinates the services of external technical specialists;</li> <li>• Acts as key resource for information on investigations;</li> <li>• Responds to correspondence pertaining to investigations from internal and external sources;</li> <li>• Documents investigative status on shared intelligence system, as appropriate within database;</li> <li>• Presents completed report to the Registrar to ensure the completeness of all evidence, statements, and exhibits;</li> <li>• Issues the Notice of Eviction if required by the <i>Kahnawà:ke Residency Law</i>.</li> </ul>	



## Verify, Investigate, and Decide on the Merits of Complaint for Eviction

- Initial verification of all of the information provided in a Complaint for Eviction and decision on the validity of the complaint;
- Determines investigational requirements for individual cases;
- Conducts and/or supervises all investigations and handles all investigative requirements;
- Gathers relevant information throughout the course of an investigation;
- Conducts undercover investigations when necessary, as required by the *Kahnawà:ke Residency Law*;
- Coordinates searches and surveillances, as required by the *Kahnawà:ke Residency Law*;
- Accumulates and oversees all evidence and verifies it is properly safeguarded;
- Coordinates the services of external technical specialists;
- Acts as key resource for information on investigations;
- Responds to correspondence pertaining to investigations from internal and external sources;
- Documents investigative status on shared intelligence system, as appropriate within database;
- Decides on the issuance of a Notice of Eviction;
- Corresponds with complainant and person in question in the time frame provided for in the law;
- Writes detailed decision based on the facts of a case and on the Law;
- Reviews and reports on the status of investigations on a regular basis.

## Legal Hearings and Working with the Prosecutor

- Ensures the timely submission of Notice of Eviction to Prosecutor for ruling on an Order of Eviction;
- Attends all court hearings as required;
- Reviews each file for the prosecution to ensure the file is complete and all evidence, statements, and exhibits are presented to the court for assigned files;
- Provides facts and background information to Prosecutor and discusses investigation requirements and results of investigations;
- Prepares and maintains a written file on the process, decisions, and investigation in order to provide the prosecutor with the relevant information for Eviction Order.

## To Administer and Implement any Procedure, Process, or Policy required by the Compliance Section 7.9 of the Kahnawà:ke Residency Law

- Works with the General Manager of the KKR to ensure Procedures, Processes, and Policies are developed and maintained as required for efficient functioning;
- Ensures *Kahnawà:ke Residency Law* and Regulatory compliance;
- Develops and implements procedures for the handling of investigations.



**The statements herein reflect general details to describe the principle functions for this job and should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties or be assigned projects associated with these responsibilities as directed by their immediate supervisor.**

#### **Decision-Making Authority:**

- Decides the investigational requirements needed to determine and implement investigations;
- Decides on the issuance of a Notice of Eviction, where applicable;
- Determines the need for external technical specialists;
- Determines the level of access to information on a specific file;
- Determines the validity of complaints for evictions;
- Determines need for policies, procedures, and process;
- Determines relevancy of policy, process, and procedures, ensuring compliance with the Kahnawà:ke Residency Law and Procedures.

#### **Accountability:**

- The adherence to the *Kahnawà:ke Residency Law* and regulatory compliance;
- Ensures that documentation obtained contains sufficient, competent, and relevant evidential matter to support complaints for eviction;
- Ensures the information in his or her possession is held in confidence;
- Ensures that required operational processes are being carried out as required by legislation and regulation;
- Maintains professionalism and independence;
- Ensures the establishment of policies and standards as related to the compliance section of the Residency Law;
- Conducts interactions with internal and external clients in a tactful, discreet, and courteous manner;
- Adheres to the MCK Administration Manual-Personnel Policy and Kanien'kéha language initiatives.

#### **Education & Experience:**

➤ Bachelor's Degree in Criminology or Related Field of Study, plus three (3) years relevant experience;

OR

➤ D.E.C. in Law Enforcement, plus a graduate degree from a recognized Police Academy and five (5) years relevant experience;



<p>OR</p> <p>➤ High School Diploma, plus ten (10) years relevant experience.</p>					
<p><b>Knowledge, Skills, Abilities, &amp; Other Attributes:</b></p> <ul style="list-style-type: none"> <li>Ability to take, analyze, and obtain intelligence;</li> <li>Thorough knowledge and understanding of Kahnawà:ke's Residency Law and the Kanien'kehá:ka of Kahnawà:ke Law ;</li> <li>Understands and respects individual rights with respect to the investigation and collection of evidence;</li> <li>Excellent oral and written communication skills;</li> <li>Ability to show sound judgment in the application of natural justice and due process;</li> <li>Ability to comprehend and respect policies, procedures, laws and guidelines;</li> <li>Sound knowledge of databases, Word, Excel, and the ability to learn various computer programs;</li> <li>Extensive knowledge and training in the application of law enforcement functions, including investigation techniques, interrogation, and interviewing practices;</li> <li>Sound, organizational and communication skills.</li> <li>Must not have been convicted of an indictable offense, except when a full pardon has been granted.</li> <li>Ability to converse in the Kanien'kéha and French languages is an asset.</li> <li>The willingness to learn both languages is required.</li> </ul> <p><b>Working Environment:</b></p> <ul style="list-style-type: none"> <li>Occasional overtime may be required;</li> <li>Considerable stress and exposure to emotional, personal, and sensitive situations (social &amp; family issues) requiring tact, discretion, and confidentiality;</li> <li>Occasional travel.</li> </ul>					
<p><b>Competencies:</b></p>					
<b>Relationship Building &amp; Teamwork</b>	<b>Self - Management</b>	<b>Client Services</b>	<b>Quality Decision Making</b>	<b>Professional Expertise</b>	<b>Self - Development</b>
Mastery	Intermediate	Intermediate	Mastery	Intermediate	Intermediate
<b>Communication</b>	<b>Adaptability</b>	<b>Organizing &amp; Planning</b>	<b>Organizational Knowledge</b>	<b>Leadership</b>	<b>Language &amp; Culture</b>
Mastery	Intermediate	Intermediate	Intermediate	Mastery	Intermediate

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**Commitment Statement:**

I serve my community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing new ideas and approaches, and demonstrating my dedication and integrity through my efforts, actions, and words. I am part of a team that is empowered to take initiative in an interactive working environment.

**Signatures:**

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_