



<b>Job Title:</b>	KLO Liaison Officer
<b>Division:</b>	Kahnawà:ke Labor Office
<b>Reports To:</b>	KLO Occupational Safety and Construction Manager
<b>Name of Incumbent:</b>	TBD
<b>Purpose:</b>	
To act as the liaison with the different agencies of Quebec (CNESST, CCQ, RBQ) in order to understand the processes governed by the Quebec Labor Regime as well as working with Tewaohnni'saktha assisting individual Kahnawà:ke workers or contractors looking to obtain a CCQ certification or RBQ license.	
<b>Cultural Identity Attributes:</b>	
This individual is a technician who places emphasis on standard operating procedures and quality control, and is comfortable communicating within a technical environment. The Officer is confident in handling variety, adept in managing multiple initiatives, possesses the ability to liaise at all levels, while placing primary focus on achieving best results.	
<b>Roles &amp; Responsibilities</b>	
<b>KLO Coordinator for the Workforce Mobility Group</b>	
<ul style="list-style-type: none"> <li>• Coordinate the work of the Multi-organizational Group comprised of Tewaohnni'saktha, CCQ and RBQ</li> <li>• Assess and wherever culturally feasible, harmonize the qualifications/competency criteria and processes between Kahnawà:ke and Quebec.</li> <li>• Identify, develop and implement specific training requirements in the Kahnawà:ke system that better enable Kahnawà:ke workers to be eligible for Quebec Certifications and Licenses.</li> <li>• Develop a coordinated training process with Tewaohnni'saktha and Quebec for Kahnawà:ke workers and contractors seeking Quebec certifications and/or licenses.</li> <li>• Develop and design a coordinated process with CNESST and the unions when a Kahnawà:ke contractor applies the Quebec equivalence of the <i>Fair Wage Agreement</i> as per the choice of the worker including the choice to join or not to join a union.</li> <li>• Develop formal reporting, tracking, and analytical processes.</li> <li>• Develop collaborative relationships with the different entities</li> <li>• Track the success rates of Kahnawà:ke workers and contractors entering the Quebec Construction Industry.</li> </ul>	
<b>Research, analysis, comparison and development</b>	
<ul style="list-style-type: none"> <li>• Research relevant laws in the Canadian and Quebec Construction Industries</li> <li>• Research labor relations in Quebec (including working conditions, collective bargaining agreements, unions and employer's associations).</li> <li>• Research rules governing access to the Construction Industry in Quebec</li> <li>• Compare analysis to KLO conditions, agreements, etc.</li> <li>• Identify and develop strategies to address any difference in the laws or regulations inhibiting Kahnawà:ke workers to be eligible for Quebec Certifications and Licenses.</li> </ul>	



- Seek funding opportunities from the different levels of government as well as private institutions to advance the efforts of the KLO and individuals in gaining access to the construction industry.
- Develop specific opportunities including programs, conferences or initiatives to result from the funding identified.

**To assist individual Kahnawà:ke workers or contractors looking to obtain a CCQ certification or RBQ license.**

- Understanding the current qualifications and standards of the Quebec Regime.
- Determining what would be required of the individual to meet Quebec's rules and standards.
- Working as part of a coordinated process with Tewatohni'saktha and Quebec to assist Kahnawà:ke workers and contractors seeking Quebec certifications and/or licenses.
- Communicating with and assisting the Kahnawà:ke worker or contractor in addressing them.

**To assist in Communications and Education initiatives to the community**

- Inform the community of the process governed by Quebec Regimes
- Inform the community of the comparison between the qualification/competency criteria and processes of both Kahnawà:ke and Quebec
- Inform the community of Quebec training opportunities
- Recommends and provides input to policy changes/improvements and the development of a Kahnawà:ke Labor Law.

*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.*

**Accountability/Authority**

**The Officer has Decision Making authority in the following areas:**

- Determine revisions to the Kahnawà:ke criteria and process that better enable Kahnawà:ke workers to be eligible for Quebec Certifications and Licenses
- Determining contacts and networking requirements
- Establishing appropriate forums, linkages and communications methods

**The Officer is ultimately accountable for:**

- Ensure implementation of all revisions
- Developing success rate reports tracking those seeking work off the territory
- Establishing appropriate networks and relationship with external governmental counterparts
- Upholding the political integrity of the Council of Chiefs
- Dealing with internal and external clients in a tactful, discrete and courteous manner
- Maintaining confidentiality
- Adhering to the Mohawk Council of Kahnawà:ke Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives



## Education & Experience

- Bachelor's Degree in Public Administration or a related field plus one (1) year relevant experience  
OR
- DEC in Business or a related field plus three (3) years relevant experience  
OR
- High School Diploma plus five (5) years relevant experience  
AND
- Completed MCK John Molson School of Business Program or equivalent (IF APPLICABLE)

## Specific Skill Sets

- Working knowledge of the French language.
- Knowledge of the general processes and systems related to Training, Qualifications, Competency and Testing.
- Knowledge of the Construction Industry in Kahnawà:ke and the Quebec Construction Regime including relevant Quebec Laws, Labor Relations and rules governing access to the Construction Industry in Quebec for both workers and businesses.
- Knowledge of Labor Relations in Quebec (including working conditions, collective bargaining agreements, unions, and employer associations).
- Ability to write Funding Proposals and Reports
- Knowledge of MCK policies, programs, administration and operational procedures;
- Knowledge of provincial and federal government structures, regulations and procedures, and how they interact with each other;
- Written and oral communication;
- Sound knowledge of databases, Word, Excel and the ability to learn various computer programs;
- The willingness to learn the Kanien'kéha language is required.

## Working Environment

- Occasional overtime may be required in order to meet construction needs in the community;
- Five day work week and normal office environment; ability to exercise flexibility to attend to crisis and emergencies
- Moderate travel

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

*Tsi Nīkaiō 'tenhiseró:tens Ne Onkweshón: 'a Rotiió 'tens*

**HUMAN RESOURCES UNIT**

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

Competencies					
Self - Management	Client & Team Relations	Quality Decision Making	Professional Capacity	Communication	
TBD	TBD	TBD	TBD	TBD	TBD
Adaptability	Planning and Organizational Knowledge	Leadership	Language & Culture		
TBD	TBD	TBD	TBD	TBD	TBD

**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.

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

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

Performance Management & Compensation Coordinator: \_\_\_\_\_