

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

Job Description

GENERAL INFORMATION	
Job Title:	On-Call Animal Protection Officer #TR13
Division:	Justice Services, Public Safety, 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:	Arnold Lazare

GENERAL JOB DESCRIPTION
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 Kahnawà:ke for treatment, disposal and/or impoundment.

RESPONSIBILITIES	TASKS
To patrol Kahnawà:ke and enforce the various Community By-Laws regarding animals.	<ul style="list-style-type: none"> ➤ Patrols Kahnawà: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 24 hours per day on weekends; ➤ Promotes the animal protection issues by appearing on radio-

	<p>station for talk-shows to inform Kahnawa'kehró: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	
<ul style="list-style-type: none"> ➤ 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, discrete and courteous manner; ➤ To maintain confidentiality; ➤ To adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language Initiatives. 	

QUALIFICATIONS	
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 Kahnawà:ke Territory for patrolling; ➤ Knowledge of the Kahnawà: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;

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

THE INCUMBENT

DIRECTOR OF HUMAN RESOURCES