



<b>Job Title:</b>	Public Safety Research Assistant
<b>Division:</b>	Public Safety
<b>Reports To:</b>	Public Safety Development Analyst
<b>Name of Incumbent:</b>	TBD
<p><b>Purpose:</b> As a Public Safety Research assistant, the incumbent will learn valuable insight of community based policing models, including First Nations policing organizations. He/she will also gain understanding of Emergency Management plans, laws and regulations. In addition to, the project will allow the student ability to analyze and compare Kahnawake's Law on Emergency Management and provide recommendations to areas needing updating/improving for the better management of emergency services within the community.</p>	
<p><b>Cultural Identity Attributes:</b> He/she has the analytical ability to compare various laws, policies and protocols; gather research and extract relevant information for the project. The individual presents strong organization skills, attention to detail and forthcoming at presenting various ideas related to research and recommendations. He/she has the ability to problem solve, and can react quickly change and works well within a team environment.</p>	
<p><b>Roles &amp; Responsibilities:</b></p>	
<p><b>Public Safety Research Assistant</b>– The role of the Public Safety Research assistant is to work with the Public Safety Development Analyst and the Emergency Preparedness Manager to gain an understanding of the project and expectations; including to gain understanding of the structure, policies, and operations of the Public Safety Unit and Public Safety Commission.</p> <p>The incumbent will be responsible to:</p> <ul style="list-style-type: none"> <li>• Conduct a consultation survey on community based policing initiatives;</li> <li>• Collaborate findings into established report model;</li> <li>• Compare findings to previous survey in area;</li> <li>• Research Emergency Preparedness models similar in size to Kahnawake;</li> <li>• Review Kahnawake's Emergency Preparedness law and make recommendations;</li> <li>• Participate in all relevant meetings as determined by the immediate supervisor;</li> </ul>	
<p><i>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.</i></p>	

**Decision Making Authority:**

- Decides on research methods;
- Decides on best practices and recommendations;

**Accountability:**

- Accountable to the Public Safety Development Analyst to provide reports and regular updates;
- Accountable to other team members for mutually assigned tasks;
- To conduct business with internal and external clients in a tactful, discrete and courteous manner;
- To maintain confidentiality;
- To adhere to the MCK Administration Manual-Personnel Policy

**Education & Experience:**

- University level  
Or
- DEC in Social Sciences or other relevant experience an asset

**Knowledge, Skills, Abilities & Other Attributes:**

- Research, writing and analytical skills
- Time management skills
- Basic knowledge of all Microsoft office applications;
- Strong communication skills
- Works effectively independently and team environment;
- Ability to communicate in the Kanien'kéha and French languages is an asset;

**Working Environment:**

- MCK office work hours
- Community KIOSKS and or other community based location and form of consultation.

**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:**

STRENGTH

PEACE

UNITY

# Mohawk Council of Kahnawake



P.O. Box 720

Kahnawake Mohawk Territory J0L 1B0

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

**HUMAN RESOURCES UNIT**

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

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

Director of Human Resources: \_\_\_\_\_