



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:** Kahnawà:ke Kanien'kehá:ka Registry Officer, Client Based Services

**DURATION:** Indeterminate, Full-Time  
Six (6) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$1,254.38 to \$1,417.13 Per Week  
Hours of Operation 8:30 a.m. to 4:00 p.m.  
Hours per week 37.5 hours per week

**DEADLINE FOR APPLICATION:** Tuesday, May 6, 2025 - 4:00 p.m.

**REQUIREMENTS:** **ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED**

- ✓ Applicant checklist
- ✓ 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](mailto:Applications@mck.ca)

**NOTE:** All forms and requirements are listed on our website: <https://kahnawake.com/job-opportunities>

- **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 Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	Kahnawà:ke Kanien'kehá:ka Registry Officer
<b>Division:</b>	Client Based Services
<b>Reports To:</b>	General Manager of Kahnawà:ke Kanien'kehá:ka Registry
<b>Date of Job Description</b>	January 2025
<b>Purpose</b>	
The Kahnawà:ke Kanien'kehá:ka Registry Officer administers, oversees, and supervises the day-to-day activities and services of the Office of the Kahnawà:ke Kanien'kehá:ka Registry.	
<b>Roles &amp; Responsibilities</b>	
<p><b>To Administer, Oversee, and Supervise the Administrative Activities of the Office of the Kahnawà:ke Kanien'kehá:ka Registry.</b></p> <ul style="list-style-type: none"> <li>• Establishes departmental administrative standards and procedures.</li> <li>• Provides guidance and direction to the Office of the Kahnawà:ke Kanien'kehá:ka Registry staff.</li> <li>• Sets priorities and schedule of assignments, communicates directives to employees, monitors achievements and results.</li> <li>• Ensures that orientation and training are provided to the Department personnel to support efficiency in carrying out duties and responsibilities.</li> </ul>	
<p><b>To support, verify, and advise on matters relating to the Community Vital Records.</b></p> <ul style="list-style-type: none"> <li>• Performs Indian Registration Administrator (IRA) responsibilities as mandated through the Chief and Council and the Department of Indigenous and Northern Affairs.</li> <li>• Performs responsibilities as required for accessing services through various departments of the United States of America.</li> <li>• As a second line of support, meets with community members to provide specialized advice on application requirements for recognition as a Kanien'kehaka of Kahnawà:ke.</li> <li>• As a second line of support, assists community members in applying for various services with the United States Department.</li> <li>• As a second line of support, assists individuals with a variety of issues with the Quebec Civil Code office.</li> <li>• Works with the Quebec Civil Code as required to address a Kahnawakehró:non's identity issue.</li> <li>• As a second line of support, assists community members in applying for various services with Canadian Federal and Provincial Government Departments.</li> <li>• Works with various Federal Departments of Canada and the United States to assist in the determination of eligibility.</li> <li>• Participates in various meetings, briefings, committees, sub-committees, and workshops as required, to ensure the General Manager's position on policy and procedures is well known and presented.</li> </ul>	



**MOHAWK COUNCIL OF KAHNAWÀ:KE**

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSÉ RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

- Ensures the General Manager, Registrar, and Portfolio Chief are regularly updated on various developments.

**To provide technical support for the Community of Kahnawà:ke, Mohawk Council of Kahnawà:ke, and Community Organizations.**

- Provides technical support at the Community Decision Making Process and verifies participants.
- Participates in special projects related to the Department.
- Participates in the development of Kanien'kehaka of Kahnawà:ke Law.
- Provides statistical information to MCK departments or community organizations.
- Generates specific reports based on individual departmental/organizational needs.
- Participates in various meetings, briefings, committees, sub-committees, and workshops when asked.
- Provides support to the Mohawk Council of Kahnawà:ke Electoral Process.

**The statements herein reflect general details to describe the principal functions of 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.**

**Education & Experience**

- DEC in Social Sciences, plus one (1) year of relevant experience.
- OR
- DEP in Secretarial Sciences or Office Technology, plus three (3) years of relevant experience.
- OR
- High School Diploma, plus five (5) years of relevant experience.

**Knowledge, Skills, Abilities**

- Thorough knowledge and understanding of Kanien'kehaka of Kahnawà:ke Law, Department of Indian Affairs membership guidelines contained within the Indian Act, MCK policies and programs, as well as administration and operational procedures.
- To utilize discretion and judgment on the distribution of information and the sensitivity of issues.
- Ability to manage stress associated with dealing with emotional and personal issues pertaining to clientele.
- Ability to show tact, discretion, and confidentiality.
- Ability to compile and analyze information using a computer.
- Excellent oral and written communication skills.
- Research, organizational, and supervisory skills are mandatory.



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

RONWATIIO'TÉNHSE RAOTIRIHWA'SHÓN:'A RONTERIHWATSTERÍSTHA'

- Firm background in computer/office technology.
- Conducts business with internal and external clients in a tactful, discreet, and courteous manner.
- maintains confidentiality.
- Adhere to the MCK Administration Manual-Personnel Policy and Kanien'kéha Language initiatives.
- The ability to communicate in the French language is an asset.
- Working Knowledge of the Kanien'kéha language is a requirement.
- The willingness to learn the Kanien'kéha language is required.

### Working Environment

- Five (5) day work week in an office environment.
- Occasional overtime may be required.
- Moderate to heavy overtime related to deadlines and meeting needs.
- Considerable amount of stress and exposure to emotional, personal, and sensitive situations (social & family issues).
- Occasional travel.

### Commitment Statement

I serve the Kahnawà:ke community with its best interest in mind by supporting and encouraging creative, critical, and resourceful thinking, accepting and nurturing innovative 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: \_\_\_\_\_