



## MOHAWK COUNCIL OF KAHNAWÀ:KE

HUMAN RESOURCES UNIT

P.O. Box 720

KAHNAWÀ:KE MOHAWK TERRITORY, J0L1B0

450-632-7500

### **JOB OPPORTUNITY**

**POSITION:** On-Call Animal Control Officer, Public Safety Division

**DURATION:** On-Call  
Three (3) Month Probation Period

**DESCRIPTION:** See Attached Job Description

**SALARY:** \$19.48 Per Hour  
Hours of Operation As needed  
Hours per week As needed

**DEADLINE FOR APPLICATION:** Tuesday, July 1, 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/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 Indigenous candidates.**
- **When adding attachments please use PDF format. Any other formats may be blocked from our system.**



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RONWATIIO'TÉNHSE RAOTIRIHWÁ'SHÓN:'A RONTERIHWATSTERÍSTHA'

<b>Core Job Information</b>	
<b>Job Title:</b>	On-Call Animal Control Officer
<b>Division:</b>	Public Safety Division
<b>Reports To:</b>	Animal Control Supervisor
<b>Date of Job Description</b>	June 2025
<b>Purpose:</b>	
<p>Is responsible for providing services to the Community for the capture of injured, dead, or stray animals from the Territory of Kahnawà:ke for treatment, disposal, and/or impoundment.</p> <p>To ensure this is done effectively and efficiently.</p> <p>To conduct patrols throughout the Kahnawà:ke Mohawk Territory to investigate Complaints and provide a variety of Public Services for the General Public</p>	
<b>Roles &amp; Responsibilities</b>	
<b>To Patrol Kahnawà:ke and enforce the Kahnawà:ke Animal Control Law.</b>	
<ul style="list-style-type: none"> <li>• Patrols Kahnawà:ke Territory for any stray animals, and captures for holding in the kennel, following protocols for holding and care.</li> <li>• Issues warnings and/or infraction tickets to owners of dogs that are untied on their property.</li> <li>• Testifies in a court of law when called upon to do so.</li> <li>• Communicates or receives calls by Peacekeeper phone or radio.</li> <li>• Responds to all emergency animal calls.</li> <li>• Maintains records, logs, and reports of all calls.</li> <li>• Answers calls for injured, dead, or stray animals needing to be picked up.</li> <li>• Transports animals to the proper animal care facility, or to and from a veterinarian for treatment, or to a pound.</li> <li>• Disposes of animal carcasses, following proper protocols.</li> <li>• Provides on-call service 24 hours per day.</li> <li>• Promotes animal control issues by appearing on radio stations for talk shows to inform Kahnawa'kehró:non of the laws regarding their pets.</li> <li>• Report impounded animals via local media, K-103 radio station.</li> </ul>	
<b>To care for animals at the pound.</b>	
<ul style="list-style-type: none"> <li>• Ensures all animals are fed regularly.</li> <li>• Ensures all cages are cleaned regularly.</li> <li>• Ensures all tools and equipment are kept clean.</li> </ul>	



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- Ensures animals are kept in a humane holding space.
- Ensures that animals are comforted at all times by providing proper bedding and accommodations, especially in cold weather and extreme heat.

### **To ensure that the Animal Protection Office is maintained**

- Logs each call received by filling in a daily activity sheet of all calls.
- Documents and completes reports of every animal brought into the pound.
- Ensures the office is kept clean.
- Shovels the walkway and clears the kennel yard of snow in winter.

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

### **Education & Experience**

- High School Diploma, plus one (1) year of relevant experience.

### **Knowledge, Skills, Abilities**

- Knowledge of the Kahnawá:ke Territory for patrolling.
- Knowledge of the Kahnawá:ke Animal Control Law.
- Knowledge of the types of animals encountered on the territory.
- Knowledge of how to care for and handle various types of animals.
- The ability to handle, capture, and control animals humanely and effectively under stressful or emergency situations.
- The ability to assess animal behavior and make effective decisions regarding handling, capturing, or destroying the animal.
- The ability to identify symptoms and behaviors associated with rabies, distemper, parvovirus, and other common domestic animal diseases.
- Good oral and written communication skills.
- Good organizational skills.
- Ability to work alone as well as in a team setting.
- Must possess a valid Quebec Driver's license.
- 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.
- Ability to communicate in the Kanien'kéha and French languages is an asset.
- The willingness to learn the Kanien'kéha language.

### **Working Environment**

- Various days/night shifts in an indoor and outdoor environment.



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- Moderate level of stress is associated with dealing with the public.
- Flexibility to work evenings, weekends, and holidays.
- Occasional overtime may be required.
- Ability to adapt to outdoor working conditions.
- Performs manual labor.
- Ability to lift up to 80 lbs. (heavier lifting may be required at times).

### Commitment Statement

I serve the Kahnawá:ke 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: \_\_\_\_\_