



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Animal Control Officer
Location: 44 George Cheezo Road, Nemaska, Quebec, J0Y3B0
Salary: (Min. \$48,725.00 – Max \$73,087.00) plus northern allowance
Closing Date: May 28, 2025
Employment Status: Permanent, subject to three (3) months probation

Summary of Position:

Reporting to the Director of Public Safety, the Animal Control Officer is responsible for the enforcement of animal control and humane care regulations. S/he promotes responsible pet ownership to ensure that the community is safe and enjoyable for everyone. The incumbent performs a variety of animal control and care tasks.

Duties and Responsibilities

Animal protection responsibilities:

- Patrol the community to search for stray, sick, injured, neglected or dead animals; provide services as needed.
- Respond to calls from the public, law enforcement agencies, or other stakeholders concerning injured, stray, sick, neglected or dangerous animals and violations of animal regulatory ordinances.
- Enforce laws and regulations, such as leash laws, licensing, vaccinations, spaying, neutering, quarantining, dangerous dog, animal noise, and barking dog ordinances.
- When required, capture, pick up and transport animals to the shelter for impounding, disposal, or rabies investigation, or to the veterinarian as appropriate.

Prevention Responsibilities :

- Provide information to the public regarding licensing, vaccinations, euthanasia, rabies control, pet-owner responsibilities, spaying, neutering, and adoptions.
- Promote humane care of animals; participate in public school and community group presentations.
- Educate the public about regulation to respect.

Animal care duties:

- When required, perform animal care duties such as feeding animals, monitoring sick and dangerous animals, segregating and isolating animals when necessary.
- Perform minor medical treatments on animals as necessary; assist the veterinarian with vaccinations and inspections of animals.

Additional Responsibilities:

- Maintain up-to-date knowledge and skills in area(s) of responsibility through attendance at meetings, conferences, and training seminars.
- Within the limit of their capacities, act as a back-up/replacement for other workers, as needed.
- Perform other duties as required.

Qualifications

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education

- High school diploma with additional training
- Valid Class C Driver's License.
- Must have or complete Firearms Training within six months of employment.

Experience

- One to three years of relevant experience.

Languages

- Spoken fluency in Cree and English.
- Fluency in French is an asset.

Knowledge and abilities

- Good interpersonal skills.
- Good judgement.
- Ability to communicate effectively.
- Ability to work independently.

Working Environments

The Animal Control Officer works inside and outside, at the location where the work is. S/he is responsible for working according to the established schedule with on hour off from lunch. In addition, because of the nature of work, attendance may be required at odd hours and weekends.

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications.

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
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