



Animal Control Officer

Department: Natural Resources
Posting Date: May 5th, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Part-time, Permanent (21 hours per week)
Vacancies: 1
Reports To: Manager, Natural Resources

The Animal Control Officer will be responsible for responding to calls regarding animals at large and will track and impound animals as necessary. Other responsibilities will include the issuance of warnings and citations to the owners of animals that cause disturbances, or that are otherwise in violation of community by-laws. The Animal Control officer will also provide community education to promote responsible guardianship of animals. An NFN vehicle to use for patrols will be provided and the Officer will be equipped with the necessary equipment. Training will be provided as needed.

What you'll do in the role

- Provide staggered patrols in all communities of NFN.
- Respond to calls regarding animals at-large or posing a threat to the health, welfare, and safety of the community, seeking means to impound, confine, and relocate animals as necessary.
- Coordinate the licensing/registration of domestic animals.
- Liaise with the North Bay Humane Society.
- Coordinate yearly rabies clinics in each community.
- Promote responsible pet guardianship through school programs and education.
- Prepare related legal documents.

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role.
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Casual dress
- Better than average vacation and leave packages.

What you bring to the table

- High School Diploma or the equivalency of a GED.
- Must possess a valid driver's license.
- Must be able to work a flexible schedule to meet the demands of the position.



Employment Opportunity

- Must possess strong verbal and written communication skills.
- Must have a genuine interest in and concern for the overall well-being of animals and demonstrate empathy and compassion for animals.
- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must be available to immediately respond to calls and inquiries.
- Must be able to work with other staff, volunteers, and the public in a positive, practical manner and be able to work with minimum supervision.
- Previous kennel or animal care and control experience will be considered an asset.
- Some knowledge in recognizing different breeds of dogs and cats, as well as various species of exotic animals including basic care requirements preferred.
- Ability to recognize signs/symptoms of disease and to handle dangerous and/or injured animals with a minimum of personal risk.
- Physical abilities to perform the assigned duties.
- Ability to prepare comprehensive reports as required.
- Must have strong interpersonal and organizational skills and must demonstrate an ability and willingness to adhere to the standards of operational procedures, productivity, and time management.
- Knowledge of computers and applications

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing May 19, 2023 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 will not be considered, regardless of when the application is received.
- If no suitable candidate is found, the process will proceed to Stage Two

Closing May 26, 2023 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- If no suitable candidate is found, the posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.



Employment Opportunity

Are you a member of NFN? If so, please read below:

- ✓ *Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions.*
- ✓ *Work experience and training opportunities are taken into consideration when screening applications.*
- ✓ *Nipissing First Nation members are encouraged to apply to all rounds of employment postings.*
- ✓ *As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.*

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.