

MATAWA FIRST NATIONS MANAGEMENT



Job Description **Community-Based Animal Guardian**

(Part-Time Contract)



PURPOSE OF THE POSITION

The Community-Based Animals Guardian is a part of the Matawa First Nations Management (MFNM) animal services pilot-project team at the First Nation level.

The Community-Based Animals Guardian will be under the direct supervision of the MFNM Animal Services Lead Coordinator who has overall accountability to the MFNM Chief Executive Officer. MFNM is accountable to the member First Nations to carry out mandates as directed by the Matawa Chiefs Council.

SCOPE

The Community-Based Animals Guardian will primarily be responsible for ensuring that overall pilot-project workplan deliverables are implemented in an efficient and effective manner within specified timelines, within the community.

RESPONSIBILITIES

Assisting in Comprehensive Animal Service Program

- Participate in orientation, ongoing training and/or professional development on the wide spectrum of issues related to animal services within First Nations;
- Coordinate and implement an animal population survey (obtaining community volunteers, public education, etc.) within specified workplan timelines;
- Discuss, coordinate and implement animal management initiatives that are suitable for the community through continuous engagement (potentially including, but not limited to: gaps/challenges to by-law enforcement and securing animal services, responsible pet ownership, quotas on pets per household, bite prevention, animal care education, dog incident reporting, pet food bank, off-leash dog parks, pet identification, licensing, public education on issues contained in [The Community Dog Book](#) (by Dr. Tasha Epp & Jasmine Dhillon, 2018), historical relationships with dogs);
- Develop a dog management plan with the assistance of MFNM animal services pilot-project staff, and
- Develop a Community Animal Services Sustainability Plan with the assistance of MFNM animal services pilot-project staff

Veterinary and Animal Welfare Collaboration

- Provide public education and coordination of spay and neuter clinics in the community with the assistance of MFNM animal services pilot-project staff; and
- Work with veterinary staff to meet College of Veterinarians of Ontario requirements;
- Secure community volunteers to play various roles such as: veterinary assistant, intake/records management, transportation assistant, kennel assistant, cleaning, etc. (and others as identified by the Lead Veterinarian);
- Establish and maintain relationships/partnerships with like-minded organizations/institutions/groups including provincial/federal government bodies and other First Nations in Canada doing similar work; and
- Work with the MFNM animal services pilot-project team to secure veterinarian and veterinarian technician students to assist and coordinate their travel/accommodation logistics

General

- Adhere to the MFNM Quality Management System, build and maintain a filing/archival system and participate in the maintenance/advancement of standards; and
- Perform additional duties as requested or required

QUALIFICATIONS AND REQUIREMENTS

- Willingness to learn, previous experience considered an asset;
- Working knowledge of Microsoft Office Suite or willingness to learn;
- Must provide Health Canada proof of full vaccination against COVID-19 (in Ontario, 'full vaccination' is defined as one who has received the required number of doses as outlined by Health Canada and they have received their final dose of the COVID-19 vaccine at least 14 days ago);
- Possess a valid class G Ontario driver's license;
- Must submit a current Criminal Record Check; and
- Fluency in Cree, Oji-Cree or Ojibway is a definite asset

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- First Nations culture, traditions and contemporary issues;
- Characteristics of animal behaviour, animal restraint, or ability to learn; and
- Basic veterinary medical concepts, or ability to learn

Skills

- Ability to translate and present technical/medical language in terms that non-specialists can comprehend; and
- Ability to handle and/or restrain dogs and cats, and be able to use appropriate safety equipment for feral animals, or be able to learn

Personal Attributes

The incumbent must maintain strict confidentiality and must also demonstrate the following personal attributes:

Emotional/Mental

- Must be able to work under stressful conditions and work efficiently and effectively under those conditions;
- Must be able to respond quickly to a variety of medical situations (with training);
- Must be able to cope with death due to surgical complication or euthanasia;
- Ability to rapidly and accurately process information;
- Ability to delegate tasks;
- Ability to recognize a need for assistance and ask for help;
- Ability to work independently and as part of team;
- Ability to make decisions; and
- Ability to cope with frustrating situations and remain calm

WORKING CONDITIONS

Physical Demands

The incumbent may have to travel throughout the region in all weather. She/He may have to spend long hours sitting and using office equipment, computers and attending meetings. She/He may have to lift, carry and manage equipment and supplies.

The operations of a high volume spay and neuter clinic can be high stress and very busy at times. The schedule may sometimes require weekend or evening hours to complete the job and can include working overtime depending on clinic needs. The incumbent must be flexible with schedule changes and short notice overtime requests. Other physical requirements include:

- Must be able to work standing or sitting for 7 or more hours;
- Must be able to lift and carry up to 50 pounds (repeatedly at times) with help;
- Must be able to bend and kneel repeatedly;
- Must be able to see fine detail in a variety of situations;
- Must have good hearing, including ability to distinguish changes in pitch;
- Must have reasonable degree of agility to move through tightly cramped areas in various situations;

- Must have acceptable sense of touch and smell;
- Must have good range of motion in joints especially wrist, knees, elbows;
- Must have good range of motion in your back for twisting etc.;
- Must be able to work in potentially extreme environmental temperatures;
- Must have acceptable sense of balance;
- Must be able to work and reach on hands and knees;
- Must be able to use a ladder and/or step stool;
- Must possess excellent hand-eye coordination;
- May be asked to move large oxygen tanks;
- Must possess an acceptable degree of dexterity in hands and fingers;
- Must have good vision, including peripheral vision, fine detail, distance, depth perception, and ability to focus

Environmental Conditions

Matawa member First Nation community band offices and health clinics may be busy facilities. The Community-Based Animals Guardian may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nations leaders and members. The Community-Based Animals Guardian may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The band office or health centre, at times, may be noisy and busy making it difficult for the Community-Based Animals Guardian to concentrate.

Mental Demands

The Community-Based Animals Guardian will have to manage a number of requests and projects at one time. She/He must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. She/He may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

LOCATION OF WORK: 1 of 9 Matawa First Nations.

CREATED/LAST UPDATED: January 8, 2024

BUDGET CODES: tbd