



**JOB POSTING
DISPATCHER
FULL-TIME INDEFINITE HIRE
AKWESASNE MOHAWK POLICE SERVICE
DEPARTMENT OF PUBLIC SAFETY**

**SALARY LEVEL: APA \$71,927.70 ANNUALLY
DEADLINE: FEBRUARY 7, 2025, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the general direction of the Dispatch Supervisor, the Public Safety dispatcher performs specialized duties involving dispatching of police, ambulance and fire units. The position requires the employee to operate two-way radio, telephones and computer terminals daily. Phone work includes handling complaints and service requests and providing accurate and timely transmittal of information messages that frequently involve emergency situations affecting human welfare and safety. Employee also enters occurrences, reports, incidents, emergency medical system run reports and logs correspondence. The Dispatcher position involves working shift work, weekends, and holidays to ensure 24/7 coverage for the emergency services dispatching for the community.

QUALIFICATIONS:

- High School Diploma or equivalent;
- Minimum 21 years of age or older;
- Basic 1st Aid certificate considered an asset and will be required if not already obtained;
- One (1) year of experience dispatching considered an asset, but not required;
- Medical terminology certificate considered an asset, but not required;

All interested applicants **MUST** submit all of the following documents:

1. Cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas,
4. Copy of certificate of Indian Status or Secure Certificate of Indian Status (if applicable)
5. Three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the Unites States as necessary.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0