



Canadian Animal Health Coalition

Coalition canadienne pour la santé des animaux
'...promoting a collaborative approach to animal health'

The **West Hawk Lake (WHL) Zoning Initiative**, a collaborative project by industry and government, has established zone monitoring capabilities. Key information gathered with the cooperation of producers and the transportation industry regarding animal movement across this WHL site is gathered and stored in a database. This information storehouse can be accessed in an emergency, providing an immediate response to a Foreign Animal Disease (FAD) and significantly enhancing disease containment capacity, and reducing associated risks. As a part of the Canadian traceability system, zoning will facilitate the claim for disease-freedom in a zone and mitigate economic impacts resulting from extended market closures, improving the strategic capacity and competitiveness of Canada's livestock and support industries.

The West Hawk Lake Zoning Initiative is moving into an operational phase with activities focused on increasing participation and compliance of producers and stakeholders.

Job Description

Position: FIELD ASSOCIATE

Responsibilities include, but not limited to:

Providing first line communications to producers ~

- will ensure consistent, current messaging
- will provide to producers on-site assessments of ability to meet WHL Zoning needs and support progress to meet challenges.

Log and code data as required by the database ~

- input data into computer system
- verify recorded information to ensure accuracy and completeness of data
- identify and correct errors
- follow up with producers, if necessary.

File Maintenance ~

- update files and records
- create back-up files
- submit detailed time log weekly.

Generate electronic West Hawk Lake (WHL) Zone Permits ~

- support senders and receivers with permit creation and reconciliation in on-site capacity
- ability to address customer telephone and electronic inquiries regarding the generation and reconciliation of permits.

Participate in team teleconferences~

Other duties in support of the WHL Zoning Initiative, as may be requested from time to time, by the Project Coordinator ~

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Qualifications:

must have the ability to deal with confidential documents and materials;

- ◆ service oriented, ability to work independently, familiarity with data entry and use of spreadsheets (Excel, CVSA files) and effective communication skills;
- ◆ complete a training program as outlined in Standard Operating Procedures with bi-annual appraisal;
- ◆ familiarity with RFID technology would be an asset; and
- ◆ bilingualism is an asset.

Contract Terms:

- ✓ applicants must be willing to support producer creation of permits and verification of data;
- ✓ the successful candidate will work with producers throughout the country, assisting with WHL permit creation and reconciliation and other requirements of the WHL Zoning Initiative;
- ✓ services will be contracted on a monthly basis up to \$2,500.00 per month plus travel;
- ✓ approved travel expenses will be reimbursed; reliable transportation must be supplied;
- ✓ invoices will be submitted monthly to the project coordinator, with detailed time log.

For more information or to forward a resume, please contact:

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