



Ahkwesahsne Mohawk Board of Education

P.O. Box 819, Cornwall, Ontario K6H 5T7 or
169 International Road, Akwesasne, Ontario K6H 0G5
www.ambe.ca Tel: (613) 933-0409



OPEN JOB POSTING (until filled) SPECIALIZED SUPPORT ASSISTANT

Salary: Based on AMBE /PSAC Grid

The Ahkwesahsne Mohawk Board of Education (AMBE) was created in 1985 by the Mohawk Council of Akwesasne (MCA). AMBE is responsible for providing educational services to the Akwesasne Mohawk Community, including; 3 Schools that offer K4 to Grade 8 education; coordination of secondary education service in partnership with local school boards; adult education services; and post-secondary assistance. The Akwesasne Mohawk Community includes about 13,000 Peoples, and borders on the Canadian Provinces of Ontario and Quebec and the American State of New York.

POSITION SUMMARY:

Under the direction and supervision of the Inclusion Supervisor, the Specialized Support Assistant will provide services that maximize the health, safety and personal fulfillment of children with special needs Autism Spectrum Disorder.

QUALIFICATIONS:

- Completion of a PSW / Human Services Diploma from a recognized Community College or from a registered and Ministry approved Private Career College with 2-3 years of related work experience;
- OR**
- Completion of Ontario Secondary School (or equivalent) and 1 year of related experience (preferably supporting people diagnosed with Autism Spectrum Disorder) in Personal Support Worker;
- Solid written and verbal communication skills are an asset;
- A.B.A. and P.E.C. or related training is an asset.

KEY COMPETENCIES:

The Successful candidate will demonstrate the AMBE key values of: *integrity, equity and accountability* with a focus on:

- **Teamwork:** Working collaboratively and productively with others to achieve results;
- **Service Oriented:** Meeting or exceeding student and school needs;
- **Communication:** Clearly conveying and receiving messages;
- **Results Orientation:** Knowing what results are important, focusing resources to achieve them;
- **Planning:** Setting clear outcomes and indicators of success;
- **Cultural Awareness:** Understanding of, and sensitivity to, the distinct Akwesasne Mohawk community, culture and language.

All interested individuals must submit a letter of interest, resume and copies of certificates/diplomas to;

**Lynn Roundpoint
HR Generalist / Labour Relations
Ahkwesahsne Mohawk Board of Education
P.O. Box 819
Cornwall, ON K6H 5T7
Or hand deliver to AMBE Office located behind Peace Tree Mall
Or email : lynn.roundpoint@ambe.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume
- A criminal records check is MANDATORY
- Native Preference in hiring
- Applicants MUST have a Canadian Social Insurance Number
- **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED**

All AMBE employees are required to be eligible to work in Canada, and have a valid passport to facilitate daily border crossing