



**JOB POSTING
CASE MANAGER
FULL-TIME INDEFINITE HIRE
COMMUNITY SUPPORT PROGRAM
DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES**

SALARY LEVEL: HS06 ST 3 \$50,309.02

DEADLINE TO APPLY: AUGUST 15, 2023, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Case Management Supervisor and/or the Program Manager, the incumbent is responsible for assisting clients with applying for financial assistance, advising them of other services and programs available and of their rights and responsibilities under the policies and guidelines of the Community Support Program. Works with individuals and families to provide income support and specialized disability support services.

QUALIFICATIONS:

- Bachelor of Social Work degree with;
- Minimum two (2) years' work experience in income assistance and support or a social service-related background;

OR

- Post-Secondary Social Service Worker diploma with;
- Four (4) years relevant work experience.

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

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

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