



**JOB POSTING
PROGRAM MANAGER
FULL-TIME INDEFINITE HIRE
ELDER SERVICES
DEPARTMENT OF HEALTH**

SALARY LEVEL: \$77,521.22

DEADLINE TO APPLY: MAY 7, 2024, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Associate Director of Continuing Care Sector, Department of Health, the incumbent manages the human, financial, physical, and information assets of Elders Services within Agreements and Policies of Mohawk Council of Akwesasne. Manages and supervises a staff of 8 other positions.

QUALIFICATIONS:

- 3 years' diploma Post Secondary in the field of Business Administration or related field;
- Minimum four (4) years management experience with proven skill in supervision, budget control, planning, reporting, and evaluation;
- Certified First Nations Health Manager Credential or willing to obtain;
- Criminal reference-CPIC and vulnerable sector;
- Valid driver's license to maintain and continuously meet the MCA Fleet management policy;
- Willingness to obtain other required certifications, i.e., first aid, ASIST, non-violence crisis intervention, recognition of critical situations.

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