



JOB POSTING
OUTREACH SERVICES SUPERVISOR
FULL-TIME INDEFINITE HIRE
AKWESASNE FAMILY WELLNESS PROGRAM
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES

SALARY LEVEL: DS07, ST 3 \$55,952.58

DEADLINE TO APPLY: April 3, 2023, BY 4:00 PM

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager, the incumbent is responsible for the supervision of (4) Outreach Workers and (1) Anti-Human Trafficking Liaison and administration of unit operations, and for the delivery and monitoring of primary prevention and Outreach services/programs to the community.

QUALIFICATIONS:

- Bachelor of Arts, Social or other Degree with supervisory experience of 6-months or more in the social work field and experience working in a 24-hour crisis centre
- Must have good working knowledge of budgeting and event planning
- Oral and written communication skills
- Computer skills (i.e. Microsoft Office)
- Networking, research, and planning skills
- Works well under pressure
- Ability to inspire and motivate staff
- Analytical and problem solving skills
- Ability to work flexible hours
- Valid driver's license
- Must pass criminal and vulnerable sector background check

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