



**JOB POSTING
CASE MANAGER
FULL-TIME THREE-YEAR TERM POSITION (FEB 2020 TO FEB 2023)
COMMUNITY SUPPORT PROGRAM
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

Salary Level: HS07 ST 2 \$42,737.55

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Case Management Supervisor, 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 guidelines of the Community Support Program.

QUALIFICATIONS:

- Two (2) year Associates degree or two (2) year diploma in Behavioural Science, Sociology or Business Administration;
- Minimum two (2) years work experience in Welfare System or a Social Service related background;
- Valid driver's license and must have use of a vehicle;

All interested applicants must submit a letter of interest, resume, and copies of all certificates/diplomas along with three references submitted on a Reference Check Release Form (contact Human Resources) **no later than 5:00 p.m., Thursday, March 12, 2020 to:**

**Michelle Ransom, A/HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2140
E-mail: michelle.ransom.hr@akwesasne.ca**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- As a requirement of employment all applicants must have a Canadian Social Insurance Number.
- A satisfactory criminal record check is mandatory prior to the start of employment.
- An eligibility list will be created for one (1) year.
- **Only those selected for further screening or an interview will be contacted.**