



**JOB POSTING
SERVICE MANAGER
FULL TIME POSITION
AKWESASNE CHILD & FAMILY SERVICES
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

SALARY LEVEL: MG05 ST 2 \$69,701.99

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Program Manager, the incumbent is responsible for managing, directing and evaluating the Agency service delivery in a way that promotes full compliance with Ontario Child and Family Services Act/Quebec Youth Protection Act, regulations, standards and guidelines, as well as meeting MCA and ACFS standards, policies and procedures.

QUALIFICATIONS:

- MSW or equivalent (related to the human services field) or in the process of obtaining and commitment to completion as a condition of continued employment;
- **OR**
- A minimum of five (5) years of experience in the human services field including a minimum of two (2) years of experience in a management/supervisory role
- Demonstrated management capabilities in the areas of clinical practice, client outcomes, personnel and program development, community service collaboration, public speaking and change management
- Proficiency in computer programs and statistical reports

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, which can be found on the Akwesasne.ca website under Employment. Applications should be emailed no later than 5:00 p.m., Thursday, October 22, 2020 to;

**Michelle Ransom, A/HR Staffing Officer
Administration Building # 1
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2140
E-mail: jobs@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.
- Before the start of employment, a criminal records check is mandatory.
- An eligibility list will be created for one year.
- **Only those selected for further screening or an interview will be contacted.**