



**JOB POSTING
DIRECTOR
FULL TIME INDEFINITE HIRE
DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES**

SALARY LEVEL: Negotiable

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Executive Director, the incumbent is responsible for the planning, directing, coordinating and administration of all activities involving the operations of all Community and Social Services programs with the Mohawk Council. As a member of the senior management team, the Director participates in strategic planning and budgeting initiatives and works within the guidelines, policies and mission of the organization and will be accountable and responsible for specific projects as assigned.

QUALIFICATIONS:

- Master's degree in Social Work or related field, preferably in management; with 3 years' management related experience;
OR
- Bachelor's Degree in Social Work, or related field, preferably in management with 5 years of management related experience
AND
- Experience in the field of Social Services programs; administration, staff, program delivery, financial and human resource allocations;
- Liaison with government officials;
- Participation in social committees affecting First Nations Governments;
- Possess a valid driver's license.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment. Applications should be submitted **no later than 5:00 p.m., Tuesday September 28, 2021 to:**

**Sandra Delormier, HR Staffing Officer
Administration Building # 3
Akwesasne, Quebec
H0M 1A0
(613) 575-2250, ext. 2147
E-mail: jobs@akwesasne.ca**

- 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 those candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.