



**JOB POSTING
ASSOCIATE DIRECTOR
FULL TIME INDEFINITE HIRE
CLINICAL CARE
DEPARTMENT OF HEALTH**

**SALARY LEVEL: EX08 ST 3 \$104,955.95 ANNUALLY
DEADLINE TO APPLY: APRIL 22, 2024 BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Oversees, directs and is responsible for Akwesasne Medical Clinics, Chronic Disease Management, the Indigenous Patient Navigators and the Home and Community Care Services. The Associate Director of Clinical Care Services will assist the Director of the Department of Health with the efficient and effective administration of Health programming; with communication between and among MCA departments; and ensure that all inquiries have timely and accurate responses. Under the direction of the Director of Health will ensure that the programs are delivered in an efficient and effective manner within approved annual budget.

QUALIFICATIONS:

- Bachelor's degree with Health Administration, financial or related field, preferably in management;
- 5-8 years management experience including supervision;
- Experience in the field health programs; administration, staff, program delivery, financial and human resource allocations;
- Liaison experience with government officials;
- Participation in provincial/national committees affecting First Nations Governments;
- Possess a valid driver's license.

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