



**JOB POSTING
CLINIC COORDINATOR
(1) FULL TIME INDEFINITE
CLINICAL CARE SERVICES
DEPARTMENT OF HEALTH**

SALARY LEVEL: PAY BAND 5 \$59,751.59 - \$91,977.60 ANNUALLY

DEADLINE TO APPLY: APRIL 28, 2025 By 4:00PM

SUMMARY OF RESPONSIBILITIES: Under the direct supervision of the Program Manager, the Coordinator for the Primary Care will be responsible for the overall coordination and operation of Primary Care services. The coordinator is required to participate as an active member of the Management Team of Sector 4, Clinical Care Services.

Alongside the Program Manager, the Clinical Coordinator oversees the general activities in Primary Care to ensure quality patient care.

The Clinical Coordinator provides support to the Medical Director.

QUALIFICATIONS:

- Minimum of a 2-year post-secondary diploma in Business Administration, Public Administration or health related with 5 years administrative experience working in a clinic or hospital setting.

Or

- Considered Health related diploma with 5 years administrative experience working in a clinic or hospital setting.
- This position requires a person who is organized and able to function in a highly stressful environment.
- Must possess valid driver's license and be willing to use personal vehicle in the course of employment.

All interested applicants **MUST** submit all of the following documents:

1. Cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas,
4. Copy of certificate of Indian Status or Secure Certificate of Indian Status (if applicable)
5. Three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment
6. Applicants must be able to travel to all northern portions of Akwesasne, including through the United States as necessary.

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