



**JOB POSTING
CASE MANAGER
FULL-TIME INDEFINITE HIRE
AKWESASNE CHILD & FAMILY SERVICES
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

**SALARY LEVEL: CUPE \$57,035.00 ANNUALLY
DEADLINE TO APPLY: OPEN UNTIL FILLED**

SUMMARY OF RESPONSIBILITIES:

Under the supervision of the Ongoing Services Supervisor, the incumbent is responsible for conducting client intake, strength and needs assessments, service planning, referrals and monitoring of the service provision until closure of the file.

QUALIFICATIONS:

- BSW preferred, BA in related field accepted;
- **OR** Two (2) year College diploma in the Social Services (or equivalent or related field Law and Security, Child and Youth Worker, Social Work, Behavioural Science, Criminal Justice, Psychology) ;
- Minimum Two (2) years work experience in social work required.

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 Unites 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