



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

**SALARY LEVEL: CUPE PROBATION \$57,035 ANNUALLY
DEADLINE TO APPLY: DECEMBER 20, 2024 AT 4:00PM**

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;
- Minimum educational qualifications: 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 the following documents:

1. A cover letter,
2. Resume,
3. Copies of all relevant certificates/diplomas
4. Copy of certificate of Indian status or Copy of Secure Indian Status (if applicable)
5. Three references submitted on a 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 the 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.

Submit applications using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M1A0

Drop Off: 10 Akwesasne Street, Administration Building #3, Akwesasne, Quebec H0M1A0