



JOB POSTING
FAMILY COURT WORKER/COORDINATOR
FULL-TIME INDEFINITE HIRE
AKWESASNE COMMUNITY JUSTICE PROGRAM
DEPARTMENT OF JUSTICE

SALARY LEVEL: PAY BAND 4/5 \$56,135.19 - \$89,741.29 ANNUALLY
DEADLINE TO APPLY: JANUARY 27, 2025, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

Under the direction and supervision of the Program Manager the incumbent is responsible for providing in and out of Court support services to Indigenous Community who are in contact with family and/or child protection to better understand their options, responsibilities and rights when appearing before the court. The Family Court Worker/Coordinator will be responsible for providing education and community outreach, service delivery and referrals. Family Court Worker/Coordinator will not provide legal advice or opinion to clients.

QUALIFICATIONS:

- 4-year College or University education in Social work, law, corrections, mental health, certificate in Indigenous studies and/or paralegal/legal assistant with
- Minimum of one year (1) experience working within indigenous communities
- OR**
- 2-year College or University education in Social work, law, corrections, mental health, certificate in Indigenous studies and/or paralegal/legal assistant
- Minimum of two (2) years relevant experience working in Akwesasne.

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