



**JOB POSTING
PROGRAM MANAGER
FULL TIME INDEFINITE HIRE
HOME & COMMUNITY CARE
DEPARTMENT OF HEALTH**

**SALARY LEVEL: PAY BAND 8 \$76,371.30 - \$113,048.18 ANNUALLY
DEADLINE TO APPLY: NOVEMBER 19, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Director, Department of Health, the incumbent is responsible for managing the human, financial, physical, and information assets of the Home Care/Home Support Program within Agreements and Policies of Council.

QUALIFICATIONS:

- Diploma in health field, business administration or social
- Minimum five years management or direct supervision experience
- **OR**
- Certified First Nations Health Managers
- Minimum of five years management or direct supervision experience
- **AND**
- Clear criminal reference check for vulnerable sector, valid driver's license to maintain and meet MCA Fleet Management Policy

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