



**JOB POSTING  
INTAKE AND ASSESSMENT SUPERVISOR  
FULL TIME INDEFINITE  
AKWESASNE CHILD AND FAMILY SERVICES  
DEPARTMENT OF COMMUNITY SOCIAL SERVICES**

**SALARY LEVEL: PAY BAND 7-9 \$70,714.17 - \$122,092.03 ANUALLY  
DEADLINE TO APPLY: DECEMBER 20, 2024 AT 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Program Manager or designate, the incumbent is responsible for the supervision and administration of Intake and Investigation Unit operations and the supervision of child protection investigations and the monitoring of service provision to clients and families, respecting Ontario or Quebec legislation, standards and requirements in the provision of these services and including services to Quebec youth under the Youth Criminal Justice Act.

**QUALIFICATIONS:**

- Bachelor of Social Work or equivalent;
- With three (3) years supervisory experience in the social work or human services field;

**OR**

- 2-year diploma of Social Work or equivalent;
- With five (5) years supervisors experience in the social work or human services field.

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](mailto:jobs@akwesasne.ca)**

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

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