



**JOB POSTING
PROGRAM MANAGER MEDICAL CLINIC
FULL-TIME INDEFINITE HIRE
CLINICAL CARE
DEPARTMENT OF HEALTH**

**SALARY LEVEL: RN02 \$88,991.88 - \$148,178.03 ANNUALLY
OR PAY BAND 9 \$79,308.66 - \$122,092.03 ANNUALLY
DEADLINE TO APPLY: FEBRUARY 24, 2025, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

Under the direct supervision of the Associate Director, Department of Health, the incumbent is responsible for managing the human, financial, physical, and information assets of Primary Care Services. The Program Manager is responsible for the supervision of Physicians, Nurse Practitioners, Nurses, and administrative staff.

QUALIFICATIONS:

Preferred,

- Bachelor's in nursing; or other Registered Health or Social Professional
- A registered health care professional in Ontario or Quebec, or eligible to apply to both;
- Minimum three (3) years Management and direct Supervision Experience
- Criminal Reference –CPIC Vulnerable sector
- Valid driver's license to maintain and continuously meet the MCA Fleet Management Policy

OR

- Bachelor's Degree in: Health Field, Business, Administration, or Social.
- Minimum three (3) years Management and direct Supervision Experience
- Criminal Reference –CPIC Vulnerable sector
- Valid driver's license to maintain and continuously meet the MCA Fleet Management Policy

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 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 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