



**JOB POSTING
PROGRAM MANAGER
FULL TIME INDEFINITE HIRE
WHOLISTIC HEALTH & WELLNESS PROGRAM
DEPARTMENT OF HEALTH**

**SALARY LEVEL: PAY BAND 8 \$73,433.94 - \$113,048.18 ANNUALLY
DEADLINE TO APPLY: NOVEMBER 1, 2024, BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

The Program Manager oversees the Traditional Medicine and Land-Based Healing program, managing human, financial, physical, and information assets under the supervision of the Associate Director of Mental Health & Wellness Services. Key responsibilities include program development, resource management, and team supervision, which consists of traditional knowledge holders, a Land-Based Supervisor, Traditional Medicine Supervisor, two Administrative Assistants, two Cultural Counselors, two Land-Based Healing Specialists, and contract workers. The Program Manager also collaborates with other health sector managers to meet service objectives aligned with funding agreements, best practices, and provincial mandates, supporting cultural education and integrating traditional knowledge keepers and Indigenous professionals into Akwesasne's health services.

QUALIFICATIONS:

- Four (4) year University degree in the Social or Behavioral Sciences field, healthcare administration, business administration or a related field;
- with two (2) years' experience in the operation of management/supervision in a health care setting.
- **OR**
- Two (2) year diploma in Social or Behavioural Science, Healthcare administrations, business administrations or a related field;
- with (4) years management/ supervisor experience in a health care setting.

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