



**JOB POSTING  
PROGRAM SUPPORT OFFICER  
(1) FULL TIME INDEFINITE  
CLINICAL CARE  
DEPARTMENT OF HEALTH**

**SALARY LEVEL: PAY BAND 5 \$59,751.59 - \$91,977.60 ANNUALLY  
DEADLINE TO APPLY: APRIL 28, 2025, By 4:00PM**

**SUMMARY OF RESPONSIBILITIES:**

Under the direction and supervision of the Associate Director of the Clinical Care Sector, the incumbent is responsible for providing administrative support for the Clinical Care Sector.

**QUALIFICATIONS:**

**Preferred**

- Two Year Post-secondary diploma in Business Administration, Public Administration, or Health or Social related
- 5 years administrative experience working in a relevant healthcare office setting

**Considered**

- 1 Year Certificate in Office Administration or related.
- 5 years experience in a relevant healthcare setting.

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](mailto: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