

**Assistant Tribal Administrator**

**Supervisor:**  
Tribal Administrator  
**Salary:**  
Negotiable  
Full-time - 40 hours per week  
**Major Function:**  
To assist the Tribal Administrator in running an effective, smooth operation that is responsive to community, council and staff needs. The Assistant Administrator, in conjunction with the Tribal Administrator, will formulate personnel policy, conduct programs concerning employee recruitment, selection, training, development, promotion, compensation, benefits, labor relations and occupational safety.

**Specific Responsibilities:**  
**A. Personal**  
1. Assist Division Directors in the recruiting, interviewing and selection of employees to fill vacant positions.  
2. Plan and conduct new employee orientation to foster positive attitude toward Tribal Council goals.  
3. Assist in supervising Administrative staff.  
4. Prepare Administrative job descriptions and job postings.  
5. Assist Tribal Administrator with operational planning, on-going personnel needs assessment, development of budgets, development of tribal and divisional personnel policies, which include employment, wage scale, labor relations, education and training, compensation and benefits and placement.  
6. Read and disseminate literature and personnel correspondence to Division Directors and appropriate staff as needed.  
7. Order publications on personnel concerns and new labor regulations.  
8. Provide workshops to staff regarding new Federal Regulations, eg., Drug-Free workplace.  
9. Be available to staff.  
10. Assist in preparation of monthly financial and budget

statements to Tribal Council.  
11. Develop and implement an Employee Assistance Program.  
12. Perform other tasks as assigned by the Tribal Administrator.

**B. Management**  
1. Attend Management meetings and prepare agendas for meetings, as a member of the management team.  
2. Participate in management sub-committee meetings regarding personnel development and tribal complex master plan development.  
3. Assist with the development of TGF and Administrative Budget.

**Overall - The Assistant Administrator must be familiar with personnel policies and procedures, Indirect Cost preparation, financial procedures, insurance coverage, Workmen Compensation, Wage Scale, employee training and placement and tribal procedures.**

**Qualifications:**  
Applicant must have a Bachelor's Degree or equivalent in appropriate field, and should have 3-5 years experience in Personnel. Applicant must be energetic, self-motivated, organized and able to work without direct supervision. Excellent communication skills, problem-solving skills, a familiarity with personnel policies and regulations, accounting and budget preparation skills are a must.

**Application deadline:**  
May 4, 1992  
**Send letter of application and resume to:**  
Angus N. McDonald, Tribal Administrator  
Saint Regis Mohawk Tribe Community Building  
Hogansburg, NY 13655  
The Saint Regis Mohawk Tribe is an Equal Opportunity Employer and does not discriminate based on age, sex, or national origin. The Tribe does give preference to employment of Native Americans.

Full-time -- Permanent

**Duties:**  
Under the general supervision of the attending physician and Director of Nursing, and the direct supervision of the Nurse in charge. Will be responsible for patient care services within the nursing care unit of Iakhihsottha. The duties of the Health Care Aide will be determined by the Nurse in charge, but, in general terms, will include the following:  
- answer call bells to determine patient needs.  
- bathe, dress and undress residents.  
- feed residents and collect food trays.  
- take and record temperature, pulse, and respiration rates.  
- record food and liquid input and output.  
- transport patients using wheelchair, or assist nurse in transporting residents on stretcher or otherwise.  
- cleans, sterilizes, stores, prepares and issues treatment trays, instruments and other supplies.  
- changes bed linens, run errands, directs visitors and answers telephone.  
- maintain work areas in neat and orderly condition.  
- perform other related duties as required.

**Native Awareness Statement:**  
The Health Care Aide (HCA) must have a good knowledge of the Mohawk people of Akwesasne and the community in general. The Incumbent requires a good knowledge of the long term health care/social development and health program, attitudes towards the elderly, culture, values, aspirations and expectations of the Mohawk people.  
The Health Care Aide (HCA) must have the ability to use tact and good judgment to establish and maintain effective communication with the Mohawk people, other First Nations and Native and/or medical health associations.  
An appreciation of/or working ability in the Mohawk language would be beneficial.  
**Essential Qualifications:**  
Successful completion of a Health Care Aide course, or acceptable equivalent in related field.  
Must be in good health and free of communicable disease and submit to annual medical exam.  
**Desirable Qualifications:**  
Personal suitability, good professional judgment, initiative and ability to work well with people.  
**Deadline for Applications:**  
Monday, April 27, 1992.  
**Contact:**  
Iakhihsottha at 575-2507.

**Legal Clinic -- Press Release**

The City of Cornwall and the United Counties of Stormont, Dundas and Glengarry have been recognized as suffering from chronic under development and unemployment. In a period of recession, individuals and families in this area are especially vulnerable and hit even harder by poverty.  
Poverty takes its toll on the physical and mental health of the entire community, including children to seniors, families and single persons; it falls hardest on the handicapped, the illiterate and all of those who are less equipped to look out for themselves. The economic downturn has meant that many are now experiencing poverty for the first time in their lives.  
The increased incidence of poverty and a steadily growing sense of despair give rise to a genuine challenge for professionals who are called upon to deal with the human and social costs of this situation.  
Approximately 40% of the population survives on some form of social assistance.  
A concerted effort is urgently required in this community of Cornwall and Stormont, Dundas and Glengarry to place poverty in at the top of the political and social agenda as the most urgent problem to be tackled by everyone and at all levels. While the pursuit of greater economic development is a valid and essential concern, there is a need, here and now, for a warmer and more human response to the situation. Therefore, the Stormont, Dundas and Glengarry Legal Clinic in cooperation with the Matilda Resource Center is bringing together a major conference on the needs of the poor - "Towards a Caring Community: Bridging the Gap", to be held in Cornwall, at the Civic Complex, on May 11 & 12, 1992.

This conference is aimed at bringing the community together in order to determine concrete actions which could make this area "a more caring community". It will examine several issues, starting with the unfair and unwarranted stigma placed on the poor and welfare recipients and the complex system they must go through in order to secure assistance. Among other issues the conference will focus on:  
\* attitudes  
\* food banks  
\* "burn out" of those who help others  
\* children and poverty  
\* plant closures  
\* the disabled  
\* the many service providers - a better coordination  
\* youth  
\* housing  
\* the aged and poverty  
It will also focus on the needs of the people who serve them both in the public sector as well as in community agencies as volunteers.

The ultimate result of this conference, where community leaders, social services personnel, professional counselors, church leaders, volunteers as well as low-income earners and welfare recipients will come together should be concrete steps taken at the local level to make sure that we are all working hand in hand as effectively as possible to ease the pain.

"This will not be a lofty federal and provincial government bashing exercise" stated the Legal Clinic's Executive Director, Etienne Saint-Aubin. "It is hoped that this meeting of minds, and hopefully of hearts, will result in concrete measures to make this a more caring community, by bridging the gaps."

For further information or for registration please contact:  
Stormont, Dundas & Glengarry Legal Clinic  
(613) 932-2703  
1-800-267-2434 (toll free)

**Towards a Caring Community: Bridging the Gap**

Monday, May 11, 1992  
7:30 p.m. to 10:00 p.m.  
Tuesday, May 12, 1992  
9:00 a.m. to 4:15 p.m.

**Senior Court Clerk**

**Department:**  
Tribal Court  
**Reports to:**  
Chief Judge/Tribal Administrator  
**Salary:**  
Grade 9, Step 1 to Grade 10, Step 5  
**Position Summary:**  
The Court Administrator is responsible for ensuring that all aspects of court administration are operating effectively and efficiently. Manages administrative unit staff, prepares the court budget, ensures court security, and oversees court reports, public information and witness management.  
**Specific Responsibilities:**  
1. General management: planning, organizing, staffing, directing and controlling and coordinating and administering unit.  
2. Personnel management: supervising, evaluating, developing training programs and discipline administrative unit staff.  
3. Insure space security (records and facility) and equipment management of the entire court.  
4. Responsible for public information and report management of the entire court.  
5. Financial management and budget preparation of the entire court.  
6. Juror and witness management.  
7. Oversee and responsible for the work of all administrative unit staff.  
8. Maintain liaison with all programs within the Saint Regis Mohawk Tribal structure, State, Federal, Private and Public sectors.  
9. Participate in service training

as required to enhance job performance.  
10. Perform other duties as assigned.  
**Qualifications:**  
- College Degree in Business Administration or related field. Court Administrator.  
- Equivalent combination of experience and education may be substituted for a college degree.  
- A minimum of 3 - 5 years demonstrated supervisory and/or administrative experience, with a preference for court experience.  
- Typing skills of 70 w.p.m.; shorthand skills of 100 - 120 w.p.m.  
**Successful Performance Requires:**  
- Ability to establish priorities and to ensure that all unit tasks are accomplished in a timely and accurate manner.  
- Ability to adjust staff assignments to meet court administrative objectives.  
- Ability to communicate with other departments and agencies on court procedures to better coordinate court services.  
- Ability to keep abreast of court procedures in order to adapt them to the Tribal Court system.  
**Application deadline:**  
May 4, 1992.  
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**Legal Program Assistant**

**Department:**  
Tribal Courts  
**Location:**  
Community Building  
**Salary:**  
Grade 6, Step 1 to Grade 7, Step 5  
**Supervisor:**  
Tribal Court Administrator/Chief of Police  
**Position Summary:**  
Under the direction of the Court Administrator/Chief of Police will provide technical and clerical support to the area of research and development in accordance with program requirements. Work full-time - 40 hours per week.  
**Specific Responsibilities:**  
1. Develop all potential research information in conjunction with the Tribal Courts mandate;  
2. Assist the Court administrator in the compilation of all ordinance, civil and criminal code materials for Administrative and legal review;  
3. Compile information required by Court Administrator to assist program development;  
4. Ensure the maintenance of all reference materials, files, reports, studies, statistical data to be utilized within the scope of the program;  
5. Assist the Court Administrator in the preparation of reports and responses to inquiries and correspondence;  
6. Assist in the preparation of informational packages, applications and other written materials in compliance with program needs;  
7. Other related duties when required, under the direction of the Court Administrator and Chief of Police;  
8. Receive and distribute all incoming judicial correspondence; prioritize correspondence into three groups: high, low and signature boxes;  
9. Screen all judicial phone calls; take messages as required;  
10. Maintain master court calendar;  
11. Coordinate all judicial

forums, including arranging meeting places and times; prepare and distribute agendas and meeting notices; record, type and distribute minutes;  
- participate in service training as required to enhance job performance;  
- perform other duties as assigned.  
**Qualifications:**  
Associate's Degree in Office Administration - Legal preferred or equivalent combination of education and experience. Must possess good organization, oral and written communication skills. Ability to work with minimum amount of supervision. Typing skills of at least 60 words per minute and accuracy and shorthand/briefhand skills of at least 100 words per minute. Computer skills required.  
**Successful Performance Requires:**  
- High degree capabilities in stenography, record-keeping, office procedures, administrative management and legal procedures.  
- Ability to establish priorities in completing assigned workload and to work with little or no supervision at times.  
- Ability to maintain utmost confidentiality.  
- Ability to work with the public and staff in a positive and objective manner.  
- Dependability in following through on all assignments as well as being on the job when scheduled.  
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**Office Manager Fiscal Officer**

**Location:**  
Mohawk Construction Management Enterprise  
**Experience:**  
Office management and accounting.  
**Duties include:**  
General ledger, accounts payable, accounts receivable, inventory,

payroll and job cost accounting. PC skills and knowledge of construction required.  
**Salary:**  
D.O.E./negotiable.  
Send resume to MCME, P.O. Box 478, Hogansburg, N.Y. 13655.

**Classified**

**For Sale:**  
1977 Corvette original. Less than 60,000 miles loaded.  
1979 Blazer, new stroker engine, less than, 1,000 miles on it. Many other new parts. Call 315-769-8039.  
**Happy birthday to our daddy** on April 27. From Patti, Paige, Peter & Brittany.  
**Happy birthday to my sweetheart** on April 27. From Lucy.  
**Iguana Woman:**  
Thanks for the call. Hope to hear from you soon.  
Iguana  
**Congratulations!**  
To Jess and Eddie and your new baby girl Brandy Cara  
From the family

**Happy birthday to R.J.** Swamp on Sunday the 26th. Love Ista, Rakeni, Brandon & Sue Ann.  
**Happy birthday to Roy** Swamp on the 25th. From Ronnie, JoAnn, Brandon, R.J. & Sue Ann. Enjoy yourself this time.  
**Happy birthday to Mike** Oakes on May 3rd & many more. Love JoAnn, Ronnie & family.  
Lenny & Leon  
Welcome Home Again  
Love Barbie  
**To The Kyd & his cousin:**  
Hi guys! How are things in N.D.?  
Bruce  
**Get Well Soon!**  
Remember Allyson, let the pampering start right away. Take care! Nicky.

**Coaches Needed**

The Snye Recreation Committee is seeking volunteers to assist with the upcoming summer programs. Coaches are need for Minor Lacrosse, Co-ed Softball Teams (Tee Ball ages 4-6, Small Fry ages 7-9 and Softball ages 10-12) & Girls Softball & possibly boys softball 13-15 years of age. For more information concerning any of the above, please contact any member of the Snye Recreation Committee Steve & Jeannie Lazore - 575-2980; Paula Jacobs - 575-2297; Connie Lazore - 575-2434

**Kitchen Corner**

**Chicken Wild Rice Salad with "Zero" Dressing**

1 cup minced onion  
1 cup diced celery  
1 cup cooked chicken, cubed  
2 cups cooked wild rice  
1 tsp. salt  
Pepper to taste  
Sprinkle of dried dill weed  
**Combine ingredients, chill.**  
Before serving add "Zero" dressing and mix thoroughly.  
1/2 cup tomato juice

2 tbsps. lemon juice  
Chopped Parsley  
a dollop of horseradish (optional)  
1 clove garlic, finely minced  
1/2 cup chopped green pepper  
1 tsp. dried onion flakes  
**Combine ingredients in a jar with a tight fitted lid. Shake well.** Chill for at least two hours, and shake again before adding to salad.

April Sale **Mainville Flooring** April Sale  
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