

Employment

Loans Officer Trainee

Remuneration: \$27,000 - \$32,000 based on qualifications and experience.

Reports to: Manager

Position Outline:

Under the direct supervision and direction of the Manager is responsible for the documentation and monitoring of the Corporation's loan portfolio;

Responsible for the preparation of the Corporation's computerized loan reports; preparation of client financial reports; preparation of loan and security documentation; assisting clients with financial management and financial reporting to the Corporation as required; Conducting research in connection with business proposals and development of businesses; Coordinating workshops and seminars to assist managerial development of clients and the general business community of Akwesasne.

Statement of Qualifications:

A. Essential Qualifications are:

- A University Degree or College Diploma in Business Administration, Commerce, Economics or Accounting
- Ability to utilize computers
- Intermediate knowledge of Accounting

B. Desirable Qualifications are:

- Ability to work effectively with Onkwehonwe individuals.
- Ability to utilize and operate computerized financial and administrative systems.
- Ability to administer loan policies and procedures.
- Ability to communicate in an excellent manner both orally and in writing.

Position duties:

1. Lending and Loan Administration

Administers lending and loan administration policies and procedures for S.O.A.R. loan portfolio.

a) By assisting with the processing of all loan applications and business plans submitted for financing.

b) By performing loan follow-up procedures as required by the Corporation's policies and procedures.

c) By preparing written reports for the Manager on a monthly basis detailing the financial status

of all outstanding loans and any delinquent or doubtful loans.

d) By assisting in the preparation of client financial reports to the Corporation.

e) By performing work in accordance with the Corporation's loans policies and procedures.

2. Loan Agreement and Documentation

Responsible for the preparation and administration of all loan agreements and documentation.

a) By preparing loan agreements and security documents.

b) By preparing leasehold agreements and search of property ownership.

c) By registering security documents.

d) By maintaining all required documents on file and making amendments as required from time to time.

e) By ensuring that all required information is available to assess client compliance with agreements.

f) By ensuring that all client records and financial reports are kept up-to-date and confidential.

3. Research and Development

Investigation, examines and identifies market opportunities and assists in providing support services by researching required data for analysis of loan submissions:

a) By conducting research in relation to various elements of business proposals submitted for loan applications to the Corporation.

b) By conducting research and identifying market opportunities with the objective of developing targeted business sectors within the community

4. Other related duties as required.

Please apply by sending your resume to the attention of Manager, S.O.A.R. Development Corp.:

P.O. Box 1203

Cornwall, Ontario

K6H 5V3

or

P.O. Box 720

Hogansburg, New York

13655

Resumes can also be faxed to (518) 358-2635.

Deadline for applications is May 22, 1992.

Handy Person

General Job Description:

This staff person is responsible for providing services both to the Senior Citizens at their residence and to the Senior Citizens Center as assigned by the Assistant Director.

Duties at Senior Citizens Residence:

1. Do minor repairs and small paint jobs.

2. Mow lawns and weeding.

3. Put storm windows and screens on/off.

4. Wash outside windows.

5. Shovel snow in winter.

6. Do yard work.

7. Perform any other job related duties as requested.

Duties at the Senior Citizens Center:

1. Do yard work and minor repairs at the St. Regis Mohawk Senior Citizens Center.

2. Substitute bus/van driver; help on home deliveries and janitorial duties in the absence of regular

employee.

3. Wash and clean vans upon request.

4. Perform any other job related duties as requested.

Qualifications:

- Good physical health.

- Class C License (Have or willing to obtain).

- Have own transportation.

- Pleasant & caring personality very important in working for seniors.

Responsible: Directly to Assistant Director

Annual Salary: \$9,531.00

Grade: 2

Step: 1

Hours: 30/week

Hourly rate: \$6.11

Applications may be picked up at:

St. Regis Mohawk Office For the Aging

Equal Opportunity Employer

Seamstress

Small Manufacturing Company specializing in Native Coats made of a Pendleton blanket and native fashion wear.

Experienced seamstress with knowledge of Industrial Sewing Machines required. Willing to train.

Hours 9 a.m. - 4 p.m., Monday to Friday. Serious applicants only.

Natives preferred.

Contact Sandi White between 9 a.m. - 4 p.m., Monday to Friday at 613-938-9177/leave message on answering service.

Trainees/Apprentices Wanted Federal Government

Public Works, Canada is recruiting native people for a four year apprenticeship Building Systems Maintenance program.

Applicants must have Grade 12 Math, Physics and Chemistry to qualify. High school transcripts will be verified. Beginning wages approximately \$11.00 to \$12.00 per hour. Training expected to be in Ottawa.

For more information please call Russell Lazore, home telephone 358-3315, work telephone (613) 342-3324.

About five years ago a recruiter was here and three people were hired under this program. All three are still working in permanent jobs. This is a good training opportunity.



Child Care in Your Home

You now have the opportunity to work in your own home, be your own boss, earn a good salary, and provide a much needed community service. As a private home child care provider, you can earn up to \$14.50 a day per child, or \$362.50 per week. You are also eligible to receive annual salary enhancement grants of up to \$1000. The service you provide will care for 1 to 5 children from the ages of newborn through 12 on a full or part time basis. You can decide how many children you want to care for, and what days and hours suit you and the parents best.

No special qualifications are necessary, but you must be over age 18. You should be willing to care for children in your own home; and work with the parents needing your service, and in partnership with the Akwesasne Child Care Program. Once a service agreement is reached, you will receive many of the benefits of an licensed agency supported program. This includes training in your own home and in groups with other providers, receiving toys, playpens, and other furnishings as necessary to fully equip your home for this service. Free consultation and advice is also available, along with placement assistance, educational materials and manuals, and the enjoyment of being self-employed.

If you would like to share in the benefits of being self-employed and work in your own home, contact the Akwesasne Child Care Program, 575-2377.

Canada Employment Center for Students

Mr. Bob Kilger announced that a Canada Employment Center for Students (CEC-S) is officially open. The Center is at 224 Pitt Street, Cornwall. The new CEC-S will be supervised by Michelle Flaherty, and four student placement officers will assist students in finding summer employment as well as assist employers in their search for summer help.

The Canada Employment Center for Students is one of more than 400 such offices that will be operating across Canada this summer, staffed by about 1,000 young people.

Ms. Flaherty stated that these offices help students find jobs and assist employers to find workers. Among the services offered by CEC-S are job search skills and resume writing techniques.

Student placement officers will be visiting local employers to discuss their summer employment needs and keep them aware of the availability of student help.

For more information contact: Michelle Flaherty at 930-2655

Layout Artist

Apply in person to Teresa David at Akwesasne Notes. Notes is open Monday through Friday from 9 a.m. to 4 p.m.

Qualifications: Desire to learn "on-the-job" art and technique of pasting-up the newspaper, Indian Time.

Responsibilities:

To oversee the design and construction of the newspaper. Must be willing to meet deadlines. Necessary to have a sense of orderliness and neatness.

Will maintain files for all graphics used by both publications.

Willingness to work with a variety of people in order to complete future projects.

Willingness to learn computer skills necessary for desktop publishing and the other tools of the trade.

Deadline:

Until position is filled.

Job Opening

Akwesasne Notes/Indian Time is seeking typists willing to learn the operation and uses of Pagemaker 4.0 a desktop program.

Apply in person to Teresa David at Communications Center, St Regis prior to May 29, 1992 or mail letter of intent to Box 196, Roosevelttown, NY 13683.

Title: Computer Design Artist

Qualifications: The successful applicant must be able to type at a minimum rate of 50 wpm and must be willing to learn the operation of Pagemaker desktop program, must be able and willing to work evenings.

Duties: Prepare all materials submitted by the editor and reporters for use in production of both publications. Work with the layout department to prepare material for publication when possible and on special projects including books, calendars, posters, etc

Deadline: Until position is filled.



Anticipatory Staffing of Teachers For September 1992

The Akwesasne Mohawk Board of Education is developing a short list of teacher applicants in the event that any K - 8 positions become available.

Interested candidates may apply immediately to:

Robert Cree, Director Akwesasne Mohawk Board of Education

P.O. Box 819 Cornwall, Ontario K6H 5T7

For further information, please contact the School Board Office at (613) 57502934.

Deadline for applications is May 27, 1992, 4:00 p.m.

Loan Administrator

Reports to:

General Manager

Summary of Duties:

Under the supervision of the General Manager is responsible for administering all ending and loan administration policies and procedures and corporate accounting of the OCC.

Responsible for the operation of the Corporation's computerized loan administration and accounting system and the integrity of all information; prepares client and corporation financial reports; prepares loan and security documentation and performs cash management and banking procedures.

Responsible for all corporate accounting records, reports and processing of accounts.

Qualifications:

Essential Qualifications are:

A University Degree or College Diploma in Business Administration, Commerce or Economics and experience in financial or loan administration or demonstrated ability and a minimum of five years experience in a responsible position with a bank or financial organization.

Desirable Qualifications are:

Knowledge of and experience working with Aboriginal Economic Development Programs and peoples.

Ability to administer loan policies and procedures.

Ability to work effectively with aboriginal peoples.

Ability to utilize and operate computerized financial, accounting and administration systems.

Ability to communicate in an excellent manner both orally and in writing.

Salary: Negotiable

Location:

Akwesasne Mohawk Territory

Closing date for applications:

May 22, 1992, 5:00 p.m.

Send to: Ohwistha Capital Corporation; P.O. Box 1203;

Cornwall, Ont. K6H 5V3

or FAX: 518-358-2635

Two Researchers

Two Researchers needed to read, interpret writings, record vital statistics, births, marriages and deaths recorded in St. Regis Parish registers.

This will create an alphabetical card-index with information from old manuscripts. The data will be computerized to create a repertory of the births, marriages and deaths since the beginning of the parish until 1977. The book-catalog will be very useful to those researching their family tree.

Applicants must be on Unemployment Insurance and while on the job their benefit will be \$400.00 per week. The work station will be in Cornwall. Applicants must have some familiarity with the Mohawk language.

Call Rosemary Bonaparte at AEDA 575-2600 for further information.

Sweat Lodge Ceremony is Used to Help Healing among Youth

A 16 year old urban youngster with a history of drug and alcohol abuse says he found "a God he could talk to in his own language" at the Central Oklahoma Juvenile Detention Center. The youth, a young man of Indian descent, credits his experience to participating in several sweat lodge ceremonies. Other youngsters, who have taken part in the sweats, have benefited by becoming less aggressive and more willing to talk about their feelings. In the atmosphere established by the ceremony, youngsters learn to talk about things they have kept buried deep within.

Once a month, approximately 15 young patients join three Native American spiritual leaders in the heat of a willow and canvas lodge. Supported by funds from the Robert Wood Johnson Foundation, the spiritual leaders travel 115 miles from the Apache "Drop-In Center in Lawton, OK, to work with the youngsters at the detention facility in Tecumseh.

Camille Palmer, coordinator of the detention center's drug and alcohol treatment program, says the sweat lodge has particularly benefited Native American adolescents, who make up about 10 percent of the center's 76 youngsters. "With the sweat," Palmer says, "we seem to reach the Native American kids in a way our traditional methods of psychology can't even among kids who have been totally removed from their culture."

A young Indian boy, who had run away from a series of foster homes and who had been in the detention center's treatment program for almost a year, says of his experience with the sweat lodge:

"I really liked talking with (the spiritual leader). He made me proud to be an Indian...And the sweat lodge made me feel good inside. It is a place I can go and sit and relax and share a little bit of myself."

Timothy Taylor, a Kiowa who is an assistant professor at the University of Oklahoma's college of Public Health, is evaluating the impact of the sweat lodge in programs like those of the Apache Drop-In Center.

"We're being asked to be technical," Taylor says, "but it takes time to judge knowledge and behavior. My gut tells me the sweat lodge makes a difference. The key is that the person who runs the program has to be...an authentic individual who is committed and motivated, who has a lot of love and hope."

More information on the sweat lodge program may be obtained from Dr. Timothy Taylor, Department of Health Administration, College of Public Health, University of Oklahoma Health Sciences Center, PO Box 26901, Oklahoma City, OK 73190. Telephone: (405) 271-3221.

Copies of the Robert Wood Johnson Foundation's newsletter, *Advance*, from which the above article is excerpted may be requested from Amy Mone, RWJF, PO Box 2316, Princeton, NJ 08543. Telephone: (609) 452-8701. There is no charge for the newsletter.

Source: Linkages For Indian Child Welfare Programs, Volume IX, Issue 1

Youth Educating Society Inc.

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The St. Regis Mohawk Campus of Mater Dei College is now accepting enrollment and registration for the Fall, 1992 semester. Mater Dei offers two year associates degrees in the following studies:

- Alcohol and Chemical Dependence Studies,
- Small Business Administration (Management or Accounting),
- Rehabilitative Criminal Justice,
- Teaching Assistant,
- Nursery Education,
- Social Service Paraprofessional,
- Secretarial,
- and Religious Studies.

Enrollment and financial aid information may be obtained by contacting LISA TARBELL at the St. Regis Mohawk Branch Campus, located in the Community Building in Hogansburg, at (518) 358-2272 ext. 214, or the Mater Dei Main Campus in Ogdensburg at (315) 393-5930