

Employment

Native Guidance and Career Counselor at General Vanier Secondary School

Qualifications:

- Ontario Secondary Teacher's Certificate with Guidance Qualifications or equivalent;

- Preferably a native of Indian ancestry and preferably Mohawk

Duties:

- Counseling
- Help with career opportunities
- Organize special activities for Mohawk students
- Acting as a liaison person with the Akwesasne Mohawk Board of Education

Salary:

\$30,395 - \$63,610

Applications will be received until June 16, 1992 by:

S. Lopez, Principal
1500 Cumberland Street
Cornwall, Ontario
K6H 4K9

Intake Worker

A full time position is available with the Akwesasne Child and Family Services Program for an Intake Worker. Under the direct supervision of the Program Manager, the Intake Worker will be responsible for the proper assessment, data collection and referral of all incoming calls to the ACFS Program.

Duties and Responsibilities:
- To properly assess all incoming calls and make appropriate referrals to caseworkers and/or other social development and health programs as may be required.

- To develop a comprehensive intake data collection system for all incoming calls.

- To initiate a referral system to caseworkers for immediate follow up of intakes.

- To coordinate a system of intake referrals and follow up documentation.

- To maintain complete records of all client intakes.

- To maintain record, correlate and report on data collection of intakes and referrals on a monthly basis.

- To maintain on-going statistical records of intakes and referrals.

- To maintain effective communication and liaison with other Social Development and Health Programs, community and local service agencies.

- Other duties as may be assigned.

Qualifications:
Bachelor of Arts Degree in Social Work or related Field or 2 year Associates Degree in related field acceptable. Minimum of 2 years work experience in the field of social work or related services. Candidates must possess good communication and assessment skills. Ability to communicate in the Mohawk language an asset. Knowledge of ACFS Program and objectives an asset.

Personal Suitability:
A professional demeanor that reflects confidentiality and respect for client's needs. Ability to coordinate documentation and work as a member of team. Able to work well under stressful situations.

Deadline for applications: Friday, June 19, 1992 at 4 p.m. Submit letter of application and current resume to:

Monica Jacobs, Program Manager
Akwesasne Child and Family Services
Administration Building II
St. Regis, Quebec H0M 1A0

Program Coordinator Case Worker

Location: Sweetflag Estate, Roosevelttown, New York

Goal: To maintain the Enriched Housing Program in compliance with applicable requirements.

Duties: The Coordinator/Case Worker shall be capable of and responsible for:

1. Supervision of the Enriched Housing Program; Case management of the Enriched Housing Program;

2. Operation of the Enriched Housing Program in compliance with New York State laws and regulations;

3. Recruitment and general supervision of staff and volunteers;

4. Supervision of resident services;

5. Admission, transfer and discharge of residents;

6. Coordination with the development of community activities and services for residents;

7. Maintenance of community relations;

8. Protection of residents' rights and the development of appropriate mechanisms for their protection;

9. Maintenance of a system to enable residents to present grievances or recommendations regarding facility operations and programs;

10. Other duties as assigned by supervisor.

Qualifications:
A Program Coordinator shall be:

1. At least 21 years of age;

2. Present at least three recent letters of recommendation from individuals knowledgeable of the proposed program coordinator's background, qualifications and interest in the field of adult care;

3. Qualifications preferred although not required by incumbent whom possess the following education and work experience as follows:

a. a Master's Degree in Social Work from an accredited college or university, plus one year of related work experience, or

b. A bachelor's degree from an accredited college or university in an approved course of study, plus three years of related experience acceptable to the department of which one must have been in a supervisory capacity. Approved courses of study may include, but need not be limited to:

- Human services for dependent adults
- Health care management programs
- Social work programs
- Gerontological studies
- Home economics

Related work experience may include, but need not be limited to:

- Residential care
- Rehabilitation
- Health care management
- Social work

Apply at the Mohawk Indian Housing Corporation, 162 McGee road, Hogansburg, New York 13655 on the St. Regis Indian Reservation or call (518) 358-4860/4870 for more information. A more detailed work description is available upon request at the above address.

Position starts as part-time and may become full-time.
Salary is negotiable, depending upon experience.
Closing date for filing application will be June 30, 1992, at 4:00 p.m.

One Senior Curriculum Writer for a project on Aboriginal Science and Mathematics

Submission Closing Date: July 6, 1992

The Senior Curriculum Writer will:

1. Consolidate and finalize materials into a "Detailed Course of Study" in Science and Mathematics.

2. Design the Course of Study for Grade 7 to reflect Iroquois based beliefs and practices, while drawing on other First Nations materials, as needed.

3. Design the Course of Study to be integrated with other subject areas.

4. Design the Course of Study to be portable to other First Nations.

5. Design the Course of Study for Grade 7 Aboriginal Science and Grade 7 Aboriginal Mathematics.

The writer will also be expected to:

1. Design a work plan for the curriculum design phases.

2. Prepare all the materials for design.

3. Consult with project's various committees, teachers, and advisors, as necessary.

4. Compile and prepare final formats.

5. Prepare and submit progress reports to Administration.

It is essential that the candidate have:

1. Experience in curriculum writing. (Samples required)

2. Teachers' qualifications.

3. Teaching experience at the Intermediate Level (preferably Grade 7 and 8).

4. Knowledge of Canadian legislation concerning Canadian Education, more particularly, Ontario curriculum guidelines.

5. Knowledge of Canadian legislation concerning Native Education.

It would be an asset that the candidate possess:

1. An understanding of the Haudenosaunee/Mohawk culture, with applicability to other Native Cultures.

2. Team building skills.

3. Interpersonal skills.

It would be an asset if the candidate is a Native American/First Nations person.

The Senior Curriculum Writer will be on a contractual basis. All candidates are required to provide a proposal which includes: a proposed curriculum process, suggested work plan/time frame, bid price, resume, sample curriculum, references and letter of intent. Candidates have until July 6, 1992 at 4 p.m. to submit their packet to:

Attention: Brenda LaFrance, Project Coordinator
Aboriginal Science and Mathematics Pilot Project
Akwesasne Mohawk Board of Education
P.O. Box 819
Cornwall, ON K6H 5T7
Office telephone number: (613)-575-2934.
Office FAX/DEX Number: (613)-575-2289.
Potential candidates may obtain information packets at the Aboriginal Science and Mathematics Pilot Project.

Counselor-in-Training/Credentialed Alcoholism Counselor Alcoholism/Chemical Dependency Program

Duties:

Counseling recovering alcoholics in a treatment setting.

Qualifications:
- Minimum of high school education

- New York State driver's license.

- 21 years of age or older.

- Minimum of two years sobriety for recovering person.

- Life experience and/or education in the field of alcoholism counseling.

- Candidate must be committed to the recovery process for Native Americans.

- Must have an understanding of the disease concept of alcoholism and the treatment process, including community/cultural aspects.

- Should possess some group/individual counseling skills. Native American preference for filling this position. No discrimination based on handicapped status.

Salary: \$16,369
\$20,966 if CAC
Deadline for Applications: June 9, 1992
Submit letter of application and resume to: Margaret Terrance, Director
St. Regis Mohawk Health Services
Community Building
Hogansburg, N.Y. 13655

Gallery Director

Potsdam College of the State University of New York is seeking a part-time Gallery Director, temporary appointment, for the Roland Gibson Gallery of Art. The appointment will begin August 28, 1992 and run through May 10, 1993. A Ph.D or MFA in Art and three years experience in Museum or Gallery work is required. Demonstrated evidence of leadership, managerial and fundraising skills are essential. The salary is \$20,000 for the 10-month period.

The Director will report to the Chair of the Art Department and will have responsibility for the conception, design and oversight of exhibitions in the Art Gallery. Other duties include grantwriting; oversight of gallery publications; scheduling and implementing a program of Art speakers and supervision of gallery personnel.

The search will begin immediately and continue until a suitable candidate is found.

Send letter of application, resume, names of three references (with telephone numbers) and additional support materials to Joseph Hildreth, Chair, Art Gallery Search Committee, Potsdam College, Potsdam, NY 13676. Potsdam College is an equal opportunity affirmative action employer committed to excellence through diversity.

Program Coordinator

The Research Foundation of State University of New York invites applications for a full time position with the North Country AIDS Education, Outreach and Referral Program to serve a three-county area. The starting date will be August 17, 1992.

Minimum Qualifications: B.A. in Education or related field. Demonstrated skills in development and implementation of training programs. Two years experience in related field. Ability to work effectively with persons from a wide variety of backgrounds. (gay individuals, drug users, rural poor, health care providers, persons from different cultural and socio-economic backgrounds.) and be sensitive to rural issues.

Annual Salary: \$ 30,000. Mileage paid. Must provide own transportation and phone.

Send letter and resume to: Dr. W.Q. Davis, Director, NCAEORP, SUNY Potsdam, 100 Satterlee Hall, Potsdam, NY 13676.

For more information call: (315) 267-2510. The opportunities for women, minorities, and the disabled, and actively seeks these candidates. Screening of applications will begin June 1, 1992 and will continue until the job is filled.

Tutors

The Research Foundation of SUNY invites applications for summer (last week of June, July, and August) tutors with the North Country Tutorial Outreach Program. Tutors are needed in the following districts: One tutor for Madrid-Waddington/Parishville/Potsdam/Colton/Lisbon.

One tutor for Massena/Norwood/Brasher Falls.

One tutor for Malone/Bruston/St. Regis Falls.

In Clinton County, one tutor for Beckmantown/Saranac/Plattsburg/ausable Valley. One tutor for Essex County.

Responsibilities: Work in home with migrant children ages 3 through 18 on age appropriate skills in reading and writing. Technical assistance and training provided.

Salary: \$6.75 per hour (37-1/2 hour work week) or part time, pro-rated. Mileage paid.

Requirements: Teaching certification preferred. Must provide own transportation and phone. Send letter and resume to: Dorothy Mallam, Coordinator

--NCTOP, 100 Satterlee Hall, SUNY Potsdam, New York 13676. Any questions, call (315) 267-2510.

Application review will begin immediately and continue until the positions are filled. The Research Foundation is an AA/EO employer committed to providing opportunities for women, minorities, and the disabled, and actively seeks those candidates.

Senior Financial Aid Advisor

Campus:

SUNY Potsdam

Department:

Financial Aid

Professional Rank & Salary Range:

SL-4 \$29,500

Date to be filled:

July 1, 1992

Description of duties:

Providing effective counseling to students and parents relative to the financial aid process;

Supervising and coordinating the College-Work Study and PACES Assistantship student employment programs;

Administering the financial aid aspects of the EOP program;

Administering the APTS program;

Completing the student aid processes of packaging, verification, and confirmation of federal awards; and supporting student recruitment and retention efforts.

Qualifications:
Applicants must have a minimum of two years of successful financial aid counseling experience in a college or university setting. Personal qualifications must include the ability to communicate and work well with students, parents, staff and other College personnel.

Preference will be given to candidates who are competent in the operation of computer based student record systems. A masters degree is preferred but not required.

Closing date:
Review will begin June 22, 1992 and continue until the position is filled.

Also, the names and phone numbers of three current references.

Submit resume along with a letter of application to:

Kathryn Perry, Director
Human Resources Development
Potsdam College
Potsdam, NY 13676



938-0873

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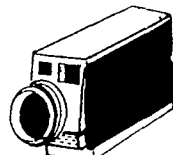
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