

EMPLOYMENT

Mohawk Council of Akwesasne Adolescent Group Home Case Supervisor

Duties:

- case supervision services to the adolescent clients;
- recording the clients progress;
- provide care consultations;
- making reports on client's care problems and improvements;
- assist the Program Manager and the Case Consultation Review in the implementation of each client's Program Case Plan;
- takes responsibility for the implementing of the facility's written plan;
- maintaining the Client Daily Schedule and insuring the health, comfort, and safety of clients, staff, and visitors.
- performs supervisory function for the assigned shift by implementing all rules and regulations of the program;

- upholds all facility wide policies and procedures;
- conduct staff training, assigns staff duties, and prepares staff performance appraisals;
- directs the activities of the assigned committee in a professional manner by insuring regularly scheduled meetings;
- documents the proceedings, and guides the committee members in the planning, implementation and monitoring of the committee activities.
- must be able to work shift schedules, etc.

QUALIFICATIONS:

Education:

Two year college diploma in health care or the social work field.

Experience:

-Experience in either child care services or inpatient/outpatient counseling with chemically

dependent persons or mental/emotional dysfunctional persons;

- be over the age of twenty-one and must have ability to work in crisis situations with adolescents;
- possess oral and written communication skills;
- possess ability to provide motivational counseling to staff and clients;

-understand and adhere to strict principles of confidentiality and must be able to work as a member of a team.

-Mohawk preference in hiring.

Closing Date: April 13, 1995

Applicant must submit a letter of application with an up to date resume to:
Laura Paulette,
Human Resource Officer

Mohawk Council of Akwesasne Arena Manager - Akwesasne Arena

Duties: Reporting to the Akwesasne Arena Board of Management, the Arena Manager is responsible for the day to day operations, promotion and management of the Akwesasne Arena; supervises, provides advice, direction and assistance to staff of the arena, responsible for the promotion & marketing of the facility to obtain maximum usage of the arena. Maintain a log of ice rentals.

QUALIFICATIONS:

Education: Successful

completion of post-secondary education in the areas of Business Administration or other related specialty.

Experience:

- Experience in supervision.
- Experience in program delivery.
- Experience in facility management.
- Experience in negotiating effective contracts.
- Must have strong written & oral communication skills.

Desirable: Recreation Management courses.

Deadline for Applications:

or drop off at:
**Administration I Building,
St. Regis Village, Quebec.**
Applications received without all enclosures will not be given further consideration.

Employees From Within The MCA Organization Will Be Considered Before Candidates From Outside The Organization. An Eligible List May Be Established To Fill Similar Positions. Criminal Reference Check is a Requirement.

April 18, 1995.

Applicant must submit a letter of application with an up to date resume to:

Laura Paulette,
Human Resource Officer
or drop off at:
**Administration I Building,
St. Regis Village, Quebec.**

Employees from within the MCA Organization will be considered before candidates from outside the organization.

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