

# EMPLOYMENT

## Mohawk Council of Akwesasne Receptionist - Admin. 1

### Duties:

- Answering all incoming calls and direct them to the proper person, take messages.
- Direct all guests to appropriate personnel and provide information that is relevant to general inquiries if knowledgeable.
- Maintain the attendance sheet of the facility; a neat and orderly reception area; community bulletin board; an update phone registry of telephone/fax numbers and addresses for external contacts.
- Assist in mail process; filing process; set up of conference calls; making of long distance calls; typing services, when required.

### QUALIFICATIONS:

Education: High School Graduate.

### Experience:

One Year experience in reception/general office work with experience in working on computers and telephone console.  
Closing Date: May 3, 1995.

Applicant must submit a letter of application with a current resume to:

Laura Paulette,  
Human Resource Officer  
or drop off at:  
Administration I Building  
St. Regis Village, Quebec  
H0M 1A0

EMPLOYEES FROM WITHIN THE MCA ORGANIZATION WILL BE CONSIDERED BEFORE CANDIDATES FROM OUTSIDE THE ORGANIZATION.



## Assistant Principal for Junior/Senior High School

Gowanda Central School  
Gowanda, NY

### Qualifications:

- Must possess a New York State Administration and Supervisor's Certificate.
  - Teaching experience at the intermediate or secondary level.
- Responsibilities:**
- The assistant principal and principal will share the responsibility of supervision of instruction, curriculum development, personnel, budgeting and student deportment for the 700 student junior/senior high school.

Salary: \$40,000.00

### Application:

By May 26, 1995.

### Employment Date:

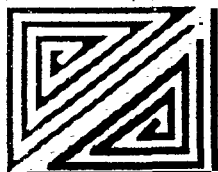
July 3, 1995

### Application Procedure:

To be considered for this position, candidate must have on file a professional application, a copy of their certification, graduate and undergraduate transcripts (student copies accepted), and their placement file or three letters of professional reference.

Candidate should send a letter of intent to:

William C. Berg,  
Superintendent  
Gowanda Central School  
24 Prospect Street  
Gowanda, NY 14070  
Phone: (716) 532-3325  
**Gowanda Central School is an Equal Opportunity Employer**



### Used Mobile Home Outlet

Single & Doubles, will deliver and set-up.  
Financing Available.  
Contact:  
West Homes Inc.  
Route 342, Watertown  
New York 13601  
Call: 1-800-493-3969

## Mohawk Council of Akwesasne Mail Courier - Part Time

Duties: -Arrange an Effective delivery service schedule for the distribution of mail throughout the required facilities within the organizational structure of the Mohawk Council of Akwesasne.

-Ensure proper and prompt delivery of all interoffice and external parcels and mailings.

-Courier services for the Mohawk Board of Education including special packages, agendas, school supplies, equipment, etc., as required and assigned.

-Courier services to and from local depots in St. Regis, Hogansburg, Cornwall, Massena and surrounding area.

-Delivery to and from special services to bus, train, plane, terminals, etc., any packages so identified.

-Deliver checks to identified destinations when requested.  
-Maintain an accurate record of mileage and travel on a daily basis and submit a daily report to the Supervisor.

### QUALIFICATIONS:

Education: High School graduate or equivalent with valid drivers license. (Ontario, Quebec or New York State).

Desirable: Must be knowledgeable of the Territory of Akwesasne and surrounding communities for mail courier services; must be bonded; have capability to transport large, bulky, heavy parcels between identified destinations; have own transportation, preferably a pick up truck or van. Ability to drive in Canada and United States; to work flexible hours which maybe required.

Closing Date: May 5, 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  
H0M 1A0

## Mohawk Council of Akwesasne Janitor-Full Time

Ia Khih Soh Tha

Duties: -following specific procedures, work patterns and routines, will perform garbage removal, stripping and polishing tiled floors, steam cleaning, heavy housekeeping duties, minor repairs, outdoor work - including grounds keeping and snow removal, and participating in general risk management and safety measures. May be required to be on call, and must be willing to work weekends & holidays in accordance with the needs of the facility.

### QUALIFICATIONS

Education: High School graduate or equivalent.

Experience: Experience in performing janitorial duties which include: lifting of heavy objects, be able to take oral & written instructions, maintain confidentiality.

Desirable: To be able to speak and understand Mohawk. Experience in performing minor electrical, drywall, plumbing and painting repairs is an asset.

### Closing Date:

May 5, 1995

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

Laura Paulette  
Human Resource Officer

or drop off at:

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H0M 1A0

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## Akwesasne Mohawk Board of Education

### Part-Time

### Caretaker

### Required

### Kana:takon

### School

20 Hours per week - Evening Hours.

### Duties:

-Cleaning of the school; includes sweeping, mopping, dusting, vacuuming, washing windows, collecting garbage.

-Maintain security of the school by locking up all school classrooms, checking and reporting any damage to supervisor.

Deadline: May 5, 1995

### Contact:

Akwesasne Mohawk Board of Education  
Fred Brown - Supervisor  
Second Floor  
Kana:takon School  
(613) 575-2934

### How to Explore Your Health Plan

Most people don't know all they should about their health plans. There are several avenues you may travel to gather the information you may need. Here are a few:

-Read your contract. It should list the benefits and exclusions that accompany your policy.

-Persue you member card. Most cards contain your policy ID number, your physician's name, and important phone numbers.

-Look at your member handbook. This book lists different aspects of your plan and answers most questions.

-Talk to your benefits administrator or member services department to clarify questions about your plan.

-Attend a member orientation meeting. Call your health company to find out the next available time.

-Pick up miscellaneous brochures your health company distributes. These will usually answer many of the questions you have.

-Talk to your doctor who is the best source of information on your medical care.