

## Teacher's Aide

Position: Teacher's Aide - full-time (2 positions)  
 Location: Human Services Day Care Program  
 Salary: \$5.30 hr.  
 Qualifications: High school diploma or equivalent or three years experience related to caring for children.  
 Responsibilities: Assist teacher in daily activities with children: eat meals with children and other staff, modeling good table manners and etiquette, attend center functions and participate in staff meetings, training, and on going education toward certificate and/or college degree. Promote self-esteem by creating a positive, nurturing, safe, and secure classroom environment.  
 Some knowledge of the Mohawk language.  
 Mandatory drug screening and Child Abuse & Neglect background check is required.  
 Respond with resume and three (3) childcare references by April 20, 2000 by 4:00 p.m. to:  
 CCDF Coordinator  
 St. Regis Mohawk Tribe Human Services  
 412 State Route 37  
 Hogansburg, NY 13655  
 The St. Regis Mohawk Tribe is an equal opportunity employer. Native preference applies in filing this position. Applicants not entitled to Native preference will receive consideration without regard to race, color, religion, sex or national origin.

## ECE Teacher

Position: ECE Teacher - full-time (2 positions)  
 Location: Human Services Day Care Program  
 Salary: \$7.00 hr.  
 Qualifications: Early Childhood Education Certificate.  
 Responsibilities: Plan, coordinate, prepare and implementing developmentally appropriate daily activities for classroom with the aid of fellow teaching staff, maintain all required forms of children attending center. Develop and maintain positive relationships with families and coworkers; communicate appropriate and timely information about classroom progress and program activities. Attend and participate in staff meetings, training, and on-going education toward certificate and/or college degree. Promote self-esteem by creating a positive, nurturing, safe and secure classroom environment.  
 Knowledge of the Mohawk language is a definite asset.  
 Mandatory drug screening and Child Abuse & Neglect background check is required.  
 Respond with resume and three (3) childcare references by April 20, 2000 by 4:00 p.m. to:  
 CCDF Coordinator  
 St. Regis Mohawk Tribe Human Services  
 412 State Route 37  
 Hogansburg, NY 13655  
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## Cook's Aide

Position: Cook's Aide - part-time  
 Location: Head Start/Day Care Program  
 Salary: \$5.72 hr.  
 Qualifications: Experience as a cook.  
 Responsibilities: Assist the Cook on food preparation, food storage, routine cleaning of utensils, equipment and working area, ordering from suppliers, attend necessary training, has knowledge of nutrition and participate in the educational preschool nutrition activities.  
 Some knowledge of the Mohawk language.  
 Mandatory drug screening and Child Abuse & Neglect background check is required.  
 Respond with resume and three (3) references by April 20, 2000 by 4:00 p.m. to:  
 CCDF Coordinator  
 St. Regis Mohawk Tribe Human Services  
 412 State Route 37  
 Hogansburg, NY 13655  
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## Mohawk Council of Akwesasne EXTERNAL JOB POSTING

Administrative Assistants  
 1 Term Position, with the Possibility of Permanency  
 Mohawk Government

Salary CL03 \$23,920.00 - \$29,900.00  
 SUMMARY OF RESPONSIBILITIES: Under the direct supervision of the Executive Assistant, the Administration Assistant will assist in performing the day to day activities of the Mohawk Government office which will include the scheduling of appointments, preparation of correspondence, reports and inter-office memo's, preparing travel arrangements, recording, transcribing and dissemination of Council meetings minutes, and assist community members upon request. This position requires the ability to travel, work independently, exercising confidentiality, judgment and initiative.  
 QUALIFICATIONS: 2 year degree is Secretarial Skills with two (2) years experience performing responsible general administrative work OR successful completion of Secondary School with 5 years experience performing responsible general administrative work. Must have excellent Organizational, and Writing Skills experience. **Proficient shorthand is a requirement.** Must have a valid motor vehicle operator's license and are willing to use personal vehicle in the course of employment.  
 Candidates can submit his/her resume and photocopy of any certificates, **before 2:00 p.m. April 25, 2000**, to:

Margaret Jacobs, Human Resource Assistant  
 Admin. I Building St. Regis, Quebec HOM 1A0 (613) 575-2250 ext. 128  
 Email: [majacobs@mail2.glen-net.ca](mailto:majacobs@mail2.glen-net.ca)

Applicants must clearly outline that they meet the Qualifications on their resumes.

# Akwesasne Area Management Board is here for your summer needs



### NOTICE TO ALL EMPLOYERS AND STUDENTS

For the convenience of students and employers the Akwesasne Area Management Board will be maintaining a **Central Student Registration Bank**. At this time, only the positions that are funded by the Akwesasne Area Management Board will be offering an early start date of May 23, 2000 for the Post Secondary students. Students are reminded that due to funding limitations, it may not be possible for other employers to begin their programs this early. The community will be notified as soon as confirmation has been received regarding Program start dates from other employers. Student Registration forms will be available as of April 1, 2000. **ALL STUDENTS** are encouraged to stop in at the office and complete a form. For further information, clarification, please contact Becky Perkins at:

Akwesasne Area Management Board  
 3rd Street North  
 (next to G & L Bus Garage)  
 or call 575-2626



### SUMMER EMPLOYMENT 2000 NOTICE TO ALL EMPLOYERS/STUDENTS

In attempt to better respond to the needs of our student population, the Akwesasne Area Management Board will be initiating a two-phase hiring process for the 2000 Summer Employment Program. Please note, this hiring process will only apply to projects funded by the Akwesasne Area Management Board.

- Should the proposed activities require the education and experience levels of a Post Secondary student, activities may be started as early as May 23, 2000.
- Should the proposed activities require the education/experience level of a Secondary student, then activities could begin as early as July 3, 2000.

Application Deadline for Employers has been set for **April 28, 2000**. In order for your application to be considered complete, you must enter the following information is included:

A **completed** application form signed by the employer.  
 Detailed job description indicating minimum qualifications required for employers eligible for Overhead costs, an estimated breakdown of costs involved must also be included.

As with previous years, only students registered with the Akwesasne Area Management Board will be referred / eligible to participate in this program. Student Registration Forms will be available as of March 27, 2000. **ALL STUDENTS** are encouraged to stop in at the office and complete a form. For further information, clarification, please contact Becky Perkins at:

Akwesasne Area Management Board  
 3rd Street North  
 (Next to G & L Bus Garage) or call 575-2626

In anticipation of the 2000 - 2001 Fiscal Year Budget, the Akwesasne Area Management Board is conducting a **"General Call Out"** for proposals.

Employers, Training Institutions and Individuals interested in formalized Institutional Training are invited to contact the Akwesasne Area Management Board office to review their Employment and Training Initiatives.

For assistance in the development of proposals please feel free to contact Christina Lazore-Smoke, Programs and Services Officer, Dan Garrow, Employment Officer or visit the office, located at 3rd Street North, St. Regis (Next to G & L Service Center).

**Deadline for this first intake of applications will be  
April 28, 2000 @ 4:00 PM.**