

Mohawk Council of Akwesasne

External Job Posting

Department of Social Development & Health

One - Six Month Term Possibility of Permanency

TITLE: Family Violence Counselor

PROGRAM: Iethinisten:ha, Family Violence Program

REPORTS TO: Program Supervisor

SALARY: SW-01, \$21,200 - \$26,500

RESPONSIBILITIES: Adhere to all programs and MCA policies and procedures non-judgmental support and crisis intervention to woman and families who are experiencing the effects of family violence. Respond to calls on 24-hour crisis line. Must be able and willing to work rotating shift schedule, attend weekly staff meetings and work on-call on designated weekends. Ensure strict adherence to all security measures and confidentiality.

EDUCATION & EXPERIENCE: Two (2) Year Degree for Social Work or Human Development with minimum two (2) years experience in crisis intervention with abused women and their families OR Bachelor's Degree, provided the focus is on crisis intervention, and applicant demonstrates clear understanding of the issues of family violence and abuse.

REQUIREMENT: Strong oral and written communication skills. Ability to maintain confidentiality, personal and professional boundaries, demonstrate healthy lifestyle, work under high levels of stress, maintain focus on safety and security of clients and program while providing non-judgmental, caring support to families in residence, maintain clarity while dealing with crisis situations in the shelter and on the 24 hour crisis line.

DEADLINE: Forward Letter of Application, Resume with attached copies of all Certificates and Diplomas no later than **2:00 PM on or before May 23rd, 2000** to:

Deborah Porter, Personnel Officer
Personnel Department, 1st Floor
Kanonhkwashter:io Health & Social Facility
St. Regis, Quebec H0M 1A0

Applicant must clearly outline that they meet the qualification requirements on their application and resume. Native preference in hiring. A Criminal Reference Check is mandatory. An Eligibility List will be created for One Year.

CRIMINAL REFERENCE CHECK MANDATORY

JOB OPENING

Position: Night Security

Hours: 12:00 a.m. top 8:00 a.m., 40 hours per week

Duties: under the supervision of the Partridge House Coordinator, the Night Security person will:

- Make security checks of the building every half hour. Log any incidents in the daily journal. Report any inappropriate behavior of residents to Shift Supervisor. Answer telephone calls during shift and transport clients to and from airport/bus station when needed. Attend staff meetings and inservice training when scheduled.

Qualifications: High school graduate or GED. Twenty one years of age or older; have a valid NYS Driver's License; 2 years sobriety for a recovering person; have a good understanding of alcoholism/chemical dependency as a disease; and be able to work weekends.

Native preference applies in filling this position. Applicants not entitled to Native Preference will receive consideration without discrimination based on age, sex, disability or national origin.

Deadline: May 15, 2000

Salary: \$6.15/hour plus \$1.00 per hour shift differential

Please respond with letter of application and resume to:

Rob Cree, Assistant Director
St. Regis Mohawk Health Service
412 State Route 37
Hogansburg, New York 13655

EMPLOYMENT OPPORTUNITY

JOB TITLE: KITCHEN HELPER

LOCATION: ST. REGIS MOHAWK OFFICE FOR THE AGING

The St. Regis Mohawk Office for the Aging receives funding through the Title V Older Employment Program. This grant allows older people to seek employment who might need extra income or as a supplement to Social Security. Qualifications for employment in the Title V Program are as follows: Must be age 55 or over

Income guidelines, income cannot be more than amounts shown

Family size:

(1) \$10,438.00

(2) \$14,063.00

(3) \$17,688.00

JOB DUTIES: Assist in kitchen when needed, set dining room tables for noon meal, help serve meals, assist elders with special needs during meal.

QUALIFICATIONS:

- Experience in working with the elderly

- Good physical condition

- Helpful if applicant is knowledgeable in the Mohawk language

Interested candidates may submit application to the St. Regis Mohawk Personnel Office, 412 State Route 37, Hogansburg, NY 13655. **Applications submitted no later than May 25, 2000.**

Native preference applies in filling this position. All other candidates will receive consideration without regard for race, handicap, religion, sex or national origin.

Employment

JOB POSTING

POSITION: HOUSEKEEPING - ST. REGIS MOHAWK HEALTH SERVICE

DUTIES: Under the direct supervision of the Facilities Manager, the Housekeeper is responsible for maintaining a clean and safe working environment for the offices and public areas of the Health Facility. Some of the duties of the housekeeper are:

- clean offices in the Health Facility (dust office furniture, vacuum rugs, clean mop boards, wash windows, wipe chair mats, etc.)
- high dusting on cabinets, bookcases, walls and doors
- wipe walls throughout building as needed
- ensure that water coolers are full, that paper supplies are adequate for maintenance closet
- empty and disinfect sediment pan of water cooler as required
- maintain light fixtures in building
- clean all bathrooms (mop floors, clean sinks and toilet bowls, stock paper supplies, empty trash receptacles) on a daily basis
- remove infectious waste as required
- clean soiled carpet with carpet extractor when required
- provide written deficiencies to Facility Manager when noticed
- on alternating days - sweep/vacuum all public areas; mop all tiled or cement floors
- assist Facilities manager as required in solving problems (clearing plugged drains, etc.)

QUALIFICATIONS: Knowledge of working area; ability to retain information and coordinate supplies is essential. One year experience in a maintenance position is preferred. High school diploma. Due to the nature of position, confidentiality must be maintained.

Native preference applies in filling this position. Applicants not entitled to Native Preference will receive consideration without discrimination based on age, sex, disability or national origin.

SALARY: \$6.98/hour + \$1/shift differential

SHIFT: 3:00 p.m. - 11:00 p.m.

DEADLINE: May 25, 2000

Applications available from:

Juanita Snyder, Personnel Director
St. Regis Mohawk Tribe
412 State Route 37
Hogansburg, New York 13655

St. Regis Mohawk Tribe Health Services

JOB POSTING

POSITION: LICENSED PRACTICAL NURSE

DUTIES:

- Obtain a pertinent medical history and an initial assessment of patients condition before they see the doctor.
- Assist physician or nurse practitioner with all procedures and treatment.
- Provide health education to individuals and groups.
- Administer medication and treatment as ordered by the physician or nurse practitioner.
- Participate in planning of treatment.
- Respond to emergency situations as needed.
- Other duties pertinent to the ambulatory clinic setting.

QUALIFICATIONS:

- Possession of a license to practice as a Licensed Practical Nurse in New York State.
- Ability to perform professional caliber work with minimal supervision.
- Leadership skills and excellent communication skills vital to job.
- Mohawk language a definite asset.

Native American preference for filling this position. Applicants not entitled to Native Preference will receive consideration without discrimination based on age, sex, disability or national origin.

DEADLINE: May 15, 2000

Please respond with letter of application and resume to:

Margaret Terrance, Executive Director
St. Regis Mohawk Health Service
Route 37, Box 8A
Hogansburg, New York 13655



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