



**JOB POSTING  
ASSOCIATE DIRECTOR  
FULL TIME POSITION  
DEPARTMENT OF COMMUNITY & SOCIAL SERVICES**

**PAY LEVEL: SALARY NEGOTIABLE**

**SUMMARY OF RESPONSIBILITIES:**

Under the supervision of the Director of the Department of Community and Social Services (DCSS), the Associate Director is responsible for the administration and application of agency policies, the Ontario Child and Family Service Act, and the Quebec Youth Protection Act and their regulations. The Associate Director is responsible for the daily operations and security of the Akwesasne Child and Family Services (ACFS) program. The Associate Director develops, implements and monitors all services and components of the program, through a culturally inclusive and comprehensive approach to child welfare.

**QUALIFICATIONS:**

- Masters of Social Work Degree or equivalent;
- Minimum of 5 years work experience as a Local Director or equivalent to management experience in the Child Welfare field;
- To be knowledgeable of both pieces of legislation that ACFS is governed by Ontario Child and Family Services Act and Quebec Youth Protection Act in terms of child protection and service delivery requirements to carry out work requirements in two (2) distinct provinces;
- Carries the educational and social work experience required for the appointment of “Local Director” by the Minister of Children and Youth Services for the operation of a children’s aid society designated under subsection 15(2) of the Ontario Child and Family Services Act, R.S.O 1990, c.11, as amended;
- Possess a valid driver’s license.

All interested applicants must submit a cover letter, resume, and copies of all relevant certificates/diplomas along with three references submitted on a Consent to Release Reference Check form (Contact Human Resources) **no later than 5:00 p.m., Thursday, March 26, 2020 to:**

**Shayleen Thompson, HR Staffing Officer  
Administration Building #1  
Akwesasne, Quebec  
H0M 1A0  
Phone: (613) 575-2250, ext. 2147  
E-mail: [shayleen.thompson@akwesasne.ca](mailto:shayleen.thompson@akwesasne.ca)**

- Applicants must clearly outline that they meet the qualification requirements on their resume.
- Native preference in hiring.
- A satisfactory criminal record check is mandatory prior to the start of employment.
- As a requirement of employment, all applicants must have a Canadian Social Insurance number.
- An eligibility list will be created for one year.