



**JOB POSTING
SOCIAL NAVIGATOR
FULL-TIME TERM (ONE YEAR)
W/POSSIBILITY OF EXTENSION
AKWESASNE MOHAWK POLICE SERVICES
DEPARTMENT OF PUBLIC SAFETY**

**SALARY LEVEL: HS05 ST 2 \$48,117.22
DEADLINE TO APPLY: AUGUST 2, 2022 BY 4:00PM**

SUMMARY OF RESPONSIBILITIES:

The position is established to assist the organization in successfully meeting its mission of providing culturally sensitive policing services to Akwesasne by providing support to at-risk and repeat offenders in the community of Akwesasne. The Social Navigator will connect and support at risk individuals through a referral process, by engaging the appropriate social and/or health care organizations in the Akwesasne Mohawk Police Service area. The position will also conduct follow up with the clients to ensure that services are meeting the needs of the individual. The Social Navigator's goal is to reduce an individual's dependence on the judicial and hospital systems by navigating an individual to the appropriate community organization for assistance to improve their overall health, safety, and quality of life. The position requires tactfulness and diplomacy in interaction with the public, other justice partners, and with all Mohawk Council of Akwesasne staff members. In addition to providing referrals and resources, the Social Navigator will also provide administrative support services to the AMPS Court Officer. The Social Navigator will assist the Court Officer in updating the court briefs with appearances and motions, resolutions and other actions. This civilian support position of Social Navigator involves contact with the public, police personnel and other justice partners on a daily basis. This position has access to confidential information and 24-hour access to police facilities.

QUALIFICATIONS:

- Two-year diploma in relevant field of study with
- Minimum of one (1) year experience working in a police or comparable environment dealing with highly confidential electronic records or information i.e. police and court related documents
- Experience working in a high-volume environment, requiring attention to detail and accuracy
- Experience working with Indigenous communities

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before 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. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0