



# ONKWATA 'KARITÁHTSHERA

*Kahnawà:ke's One Health & Social Services Agency*

P.O. Box 1440

Kahnawà:ke, Quebec JOL 1B0

Tel:(450) 632-6880

Fax:(450) 632-5116

## EMPLOYMENT OPPORTUNITY

### Health Programs Liaison for Non-Insured Health Benefits (NIHB) & Jordan's Principle, Onkwata'karitáhtshera

**Onkwata'karitáhtshera is seeking an experienced individual to support and assist community members to access healthcare and social services through Non-Insured Health Benefits and Jordan's Principle.**

Under the supervision of the Manager of the Onkwata'karitáhtshera Secretariat, independently applies learned skills, knowledge and practical experience to semi-routine tasks associated with the job family using established practices and standard procedures to complete assignments.

#### Required Education & Experience

- DEP in Administration or Secretarial Studies with three (3) to five (5) years related work experience. OR
- High School Diploma with six (6) to ten (10) years related work experience.
- Experience in networking with various global health and community development projects related to community-based programs through developing.
- Demonstrated understanding of community, regional and national trends and financing in health and social services.
- Knowledge of other resources within and outside of the community in relation to health and social services.
- Ability to work with minimal supervision.
- A valid driver's license and access to a vehicle is a requirement.

**Status:** Indefinite term contract, with a six (6) month probationary period.

**Salary:** Starting at \$27.03/hour.

**Schedule:** 35 hours/week; must be willing to work flexible hours as necessary.

**If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:**

KSCS Human Resources at [humanresources@kscskahnawake.ca](mailto:humanresources@kscskahnawake.ca). You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at [www.kscs.ca](http://www.kscs.ca). Call 450-632-6880 for more info.

**Deadline to apply is:** Friday, July 26<sup>th</sup>, 2024, at 4:00p.m.