

**SPECIAL
NEWSLETTER
WEDNESDAY FEBRUARY 20, 2013**



**CURVE LAKE FIRST NATION
EMPLOYMENT
OPPORTUNITIES!!**



Posted: 2013 02 20
LEVEL - I

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted from **FIRST NATION STATUS MEMBERS** for the following permanent full-time position:

COMMUNICATIONS / COMMUNITY ENGAGEMENT OFFICER

The Curve Lake First Nation is seeking a dynamic, energetic and enthusiastic individual to fill the position of COMMUNICATIONS OFFICER. The Communications / Community Engagement Officer would work under the direction of the Curve Lake First Nation General Manager.

PURPOSE OF THE POSITION:

To provide and facilitate an effective communications strategy for Curve Lake First Nation throughout the community, surrounding communities, businesses, media organizations and all levels of government.

DUTIES AND RESPONSIBILITIES: (Will be assessed during the interview)

Communications Strategy and Budget:

- With Community, Administration and Leadership, develop and implement a highly effective community and membership wide communications strategy.
- Development of Communication standards and protocols.

Website:

- Responsible for maintaining the Curve Lake First Nation Website (www.curvelakefirstnation.ca).
- Maintaining content additions, modifications and deletions on a regular basis.
- Manage the Community's Social Media accounts.

Communications, Publications and Material:

- Coordinates the preparation of responses to public inquiries, letters and emails, for the community Newsletter, and maintaining other communications vehicle that may be established in the future (e.g. Facebook, Twitter).
- Coordinates the preparation of responses to public inquiries, letters and emails, for the community Newsletter, and maintaining other communications vehicle that may be established in the future (e.g. Facebook, Twitter).
- Writing and / or compiling presentations, speaking notes, recommendations, presentations, briefing notes, correspondence as directed by the General Manager and Chief and Council.
- Oversee completion of bi-weekly newsletter for distribution to Community and members
- Ensure Chief, Council and Community members are advised and / or informed on up-to-date activities and issues.
- Develop of resources including PowerPoint presentations, brochures, and flyers to promote and inform community, administration, services and government.

Design and Images:

- Develop and maintain communication templates for all written communications including but not limited to: letters, memos, briefing notes, emails, internal and external publications etc.
- Maintain database of contacts, photos, videos etc.

Events and Media:

- Contribute to the planning of and arrangements of Special and Community events. In particular, design of communication materials specific to these activities.
- To support CLFN Community, Leadership and Staff in developing media strategies, drafting releases, responding to media inquiries and building dialogue with external media teams.

General:

- Daily reading reports, newspapers, website scanning, recommendations, briefing material for the General Manager and Chief and Council.
- Special projects as assigned by Chief and Council
- General office duties as required for budget, correspondence, office management and maintenance.

QUALIFICATIONS AND EDUCATION REQUIREMENTS: (Applications must show necessary proof with application or will be automatically screened out.)

Education:

- Minimum of college diploma or university degree, in Journalism, Communications, Public Relations;
- Minimum of 3 years of management or supervisor experience;
- Must have valid Ontario Driver's License and reliable transportation;
- Must provide current CPIC acceptable to position upon conditional offer.

Qualifications:

- Excellent communication skills, written and oral;
- Prior work experience in Communications, Public Relations Management preferred;
- Must have excellent computer skills and knowledge of various computer software which includes Desktop publishing, (Website Design and Management and asset);
- Ability to multi-task;
- Knowledge of operating, maintaining, and coordinating the use of local networks

Terms of Employment:

This is a **permanent full-time position**, with an expected start date of April 2013. **Annual Salary** will be \$45,000.00.

Application Procedure & Deadline:

Application forms and Position Descriptions are available at the Reception of the Government Services building. Application forms also available at the Employment Resource Centre.

Application package should consist of a completed application form, cover letter, resume, required documentation and name, addresses and phone number of two employment references submitted to:

**Laurie Hockaday, Human Resources Coordinator
Curve Lake First Nation, Government Services Building,
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708**

Closing Date for Applications: March 8, 2013 at 12:00 pm (noon). Late applications are not accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Criminal Reference Check (CPIC) prior to commencing work.



Posted: 2013 02 20
Level - 1

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted from **FIRST NATION STATUS MEMBERS** for the following **Permanent Full-Time** Position:

HOUSING AND LANDS FINANCE CLERK

The Housing and Lands Finance Clerk under the direction of the Capital Projects Coordinator will be responsible for:

Duties

- Answers enquiries directly and by telephone, and provides factual information to the public regarding Housing and Lands.
- Assists the accounts receivable function, including the receipts, recording and monitoring of First Nation revenues including: service charges, mortgages, rental and renovation repayments, special fees;
- Issue cash receipts and maintain cash receipt journals.
- Provides clerical, bookkeeping, administrative support to the Housing and Lands Department;
- Provide monthly reports to Council, Housing / Lands / Finance Committee
Performs other related duties as may reasonably be required by the Capital Projects Coordinator.

QUALIFICATIONS: (Applicants must show necessary proof with application or will automatically be screened out)

Education

- High school Graduation certificate, preference to graduate with business courses. A minimum of one year experience (must provide in writing of experience) in an office environment. Good knowledge of office business practices and use of office equipment (photo copy/fax/ phone system).

RATED REQUIREMENTS:

Knowledge and Skill:

- Excellent public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public;
- Thorough and current knowledge of the services within the Curve Lake First Nation.
- Experience and knowledge of controls required when handing large sums of cash.
- Good computer and word processing skills;
- High level appreciation of Native issues.

Personal Suitability:

- Displays initiative and strong interpersonal skills
- Appreciation of the need for confidentiality and discretion;
- Positive, cheerful and informed approach with the public.

Terms of Employment: This is a Permanent position beginning March 2013. Annual Salary will be \$25,161.00 based on 39.5 hours per week.

APPLICATION PROCEDURE:

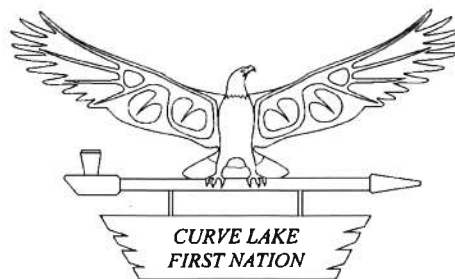
Application forms are available at the front Reception of the Government Services Office. Application packages should consist of a completed application form, cover letter, resume, and names, addresses and phone numbers of two employment references submitted to:

**Laurie Hockaday, Human Resources Coordinator
GOVERNMENT SERVICES BUILDING
CURVE LAKE, ONTARIO
K0L 1R0
FAX: (705) 657-8707**

Closing Date for Applications: March 8, 2013 at 12:00 pm (noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. **Successful candidate must provide an acceptable criminal record check (CPIC) and Vulnerable Sector Screening (VSS) prior to commencing work.**



Posted: 2013 02 20

LEVEL - I

CURVE LAKE, ONTARIO K0L 1R0

Employment Opportunity

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted from **Status Members of Any First Nation** for the following permanent full-time position.

Personal Support Worker Curve Lake First Nation Senior Citizens' Centre (2 Positions)

DUTIES:

- ◆ Responsible for assisting in the operation and maintenance of the Curve Lake First Nation Senior Citizens' Centre;
- ◆ Providing personal care, including bathing, grooming, dressing, toileting, feeding, transfers/mobility procedures;
- ◆ Monitors resident's well-being and reports on health and other personal care problems;
- ◆ Reports by journal on a daily basis, each resident's daily progress, activity, visitors, etc.
- ◆ Must be able to prepare and dispense medication to residents as required;
- ◆ Coordinate activities for fun and leisure time for residents;
- ◆ Able to work flexible hours including shift work, which is a requirement for these positions.

TERMS OF EMPLOYMENT:

These are permanent full-time positions beginning March 25, 2013. The rate of pay will be \$12.50 per hour for a 40 hour work week.

QUALIFICATIONS:

BASIC REQUIREMENTS:(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education: Graduation from Personal Support Worker Program or presently enrolled in a Personal Support Worker Program.

Experience: Experience in the Health Care profession would be an asset.

Other: Current First Aid and CPR Certification; Transportation may be required for these positions.

RATED REQUIREMENTS: (Will be tested during the interview)

Knowledge: Familiarity with the Curve Lake First Nation Senior Citizen's Centre operation and services.

Abilities: Strong appreciation of, and empathy with, the needs of our Elders
Sensitivity to Native issues.
Good oral and written communication skills.
Ability to work independently as well as working in a group setting.

Personal Suitability:

High respect for confidentiality.
Willing to work shifts including midnights.
Must exhibit a high degree of initiative and self-direction.
Must be punctual/dependable with a strong desire to work.
Must be a team player.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms also available at the Employment Resource Centre.

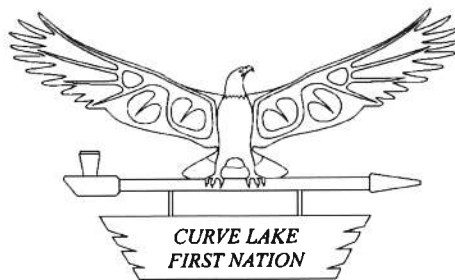
Application package should consist of a completed application form, cover letter, resume, required documentation and name, addresses and phone number of two employment references submitted to:

**Laurie Hockaday, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario KOL IRO
Phone (705) 657-8045 Fax (705) 657-8708**

DEADLINE FOR APPLICATIONS: March 8, 2013 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Criminal Reference Check (CPIC) and Vulnerable Screening Check (VSC) prior to commencing work.



CURVE LAKE, ONTARIO K0L 1R0

Posted: 2013 02 20

Revised: Level -1

Employment Opportunity

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following positions.

COMMUNITY WORKER – HEALTH COMMUNITY HEALTH REPRESENTATIVE

**1 Permanent Full-Time position
1 Full-Time position for a one (1) year contract**

SCOPE OF THE POSITION:

Appointed as the Community Worker – Health (Community Health Representative) to assist in the provision of health education programs and services and to assist in ensuring the availability of, and access to, medical/health programs and services by the people of the Curve Lake First Nation within the administrative policies and procedures established by the Curve Lake First Nation Chief and Council and directed by the Manager of Health and Family Services

DUTIES:

- Responsible for assisting in the provision of health information/education programs and Services to members of Curve Lake First Nation;
- Responsible for assisting and ensuring the availability of, and access to medical health programs, and services for members of Curve Lake First Nation;
- Responsible for assisting in monitoring the effectiveness of the medical/health programs and services available to members of Curve Lake First Nation;
- Responsible for assisting in the development and maintenance of community based medical health documentation.

QUALIFICATIONS:

BASIC REQUIREMENTS:(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education: Successful completion of a post-secondary program in public/community health or a related field or, 3 years equivalent work experience.

RATED REQUIREMENTS: (Will be tested during the interview)

Knowledge: Familiarity with Curve Lake First Nation community and membership;
Excellent working knowledge of public health programs and services;

Working knowledge of Diabetes prevention and education;
Working knowledge of computer based data management programs;
Exhibits a high degree of initiative, and self-direction;
Good analytical, organizational, interpersonal and communication skills;
Excellent public relations skills, including an appreciation of the need for confidentiality, tact and discretion.

Abilities: Possess good analytical and organizational skills;
Possess good written and verbal communication skills;
Ability to plan and facilitate group health promotion and information sessions;
Possess research skills-fact finding;
Ability to prioritize;
Ability to conceptualize;
Ability to multi-task and meet deadlines;
Travel will be a requirement for the position of Community Health Representative

Personal Suitability:

Must be sensitive to aboriginal issues;
High respect for confidentiality;
High level of tact and discretionary capabilities;
Must exhibit a high degree of initiative and self-direction;
Must be punctual, dependable with a strong desire to work.
Must demonstrate professionalism throughout the performance of duties.

TERMS OF EMPLOYMENT:

These positions will begin immediately. One (1) position will be permanent full-time and, one (1) position will be full-time for a one (1) year contract ending March 31, 2014. The rate of pay will be \$28,535.00.00 annually based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms also available at the Employment Resource Centre.

Application package should consist of a completed application for, cover letter, resume, required documentation and name, addresses and phone number of two employment references submitted to:

Laurie Hockaday, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario KOL IRO
Phone (705) 657-8045 Fax (705) 657-8708

DEADLINE FOR APPLICATIONS: March 8, 2013 at 12:00 pm

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Criminal Reference Check (CPI) and Vulnerable Sector Screening (VSS) prior to commencing work.



22 Winookeedaa Street
Curve Lake, ON K0L 1R0

PHONE (705) 657-8045
FAX (705) 657-8708
GENERAL EMAIL
Reception@curvelakefn.ca

Posted: 2013 02 20
Level-I

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted **FROM STATUS MEMBER OF ANY FIRST NATION** for the following Permanent Full-Time Position

COMMUNITY HEALTH NURSE

SCOPE OF THE POSITION:

Functions within the current standards of nursing practices as established by the College of Nurses. Functions as a member of the Health Care Team. Promotes the health of the Curve Lake First Nation Community in a culturally sensitive manner. Utilizes the nursing process, relevant theory, and research findings as it relates to health education, promotion, and prevention. Liaison and linkage with outside agencies provide community services.

QUALIFICATIONS: (Qualifications must be met in order to qualify for the position. Proof of Documentation must be included with application package.)

- Baccalaureate in Nursing from a Canadian University or recognized equivalent OR a Registered Nurse from a Canadian University or recognized equivalent;
- Current Canadian Nurses of Ontario Certificate of Competence from the Registered Nurses Association of Ontario (RNAO);
- Must be a current member, and in good standing of the Registered Nurses Association of Ontario (RNAO);
- Must have, or willing to obtain a Certificate or Diploma in Community Health Nursing;
- Must have, or willing to obtain First Aid, and CPR Instructor Certificate;
- Transportation will be a requirement of this position.

RATED REQUIREMENTS: (Will be assessed during the Interview process.)

Knowledge:

- Work plans based on community needs;
- Theory and concepts of health promotion and disease prevention.

Abilities:

- Assess, and document the physical, mental, social, emotional, and environmental health needs of the community;
- Provide initial client assessment, and refer to appropriate health or health related agency;
- Develop, implement and evaluate plan of care based on individual needs with input from Health Team and relevant caregivers;
- Maintain good records and client relevant data;
- Provide emergency First Aid / Treatment as necessary;
- Develop, conduct, and evaluate health promotion, and prevention programs;
- Advocate for the client, focusing on health teachings, and prevention.

Personal Suitability:

- Excellent communication and interpersonal skills;
- Demonstrates knowledge of, and sensitivity to Ojibwa culture, and traditions;
- Knowledge of Ojibwa language an asset;
- Possesses a high level of standards for confidentiality;
- Functions effectively as a member of a multi-disciplinary team.

TERMS OF EMPLOYMENT:

This is a Permanent Full-Time position beginning immediately. Rate of Pay to commensurate upon qualifications (in accordance with the Curve Lake First Nation Salary Grid) based on a 39.5 hour work week.

APPLICATION PROCESS:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms also available at the Employment Resource Centre.

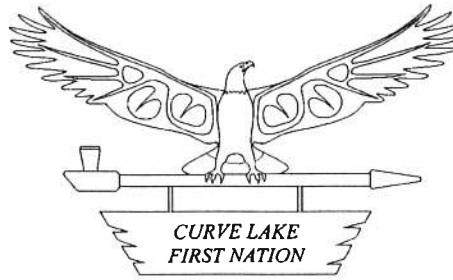
Application package should consist of a completed application form, cover letter, resume, required documentation and name, addresses and phone number of two employment references, and submitted to:

Laurie Hockaday, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario KOL 1RO
Phone: (705) 657-8045 Fax: (705) 657-8708

DEADLINE FOR APPLICATIONS: March 8, 2013 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake First Nation Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable **Criminal Reference Check (CPIC) and Vulnerable Sector Screening (VSS)** prior to commencing work.



CURVE LAKE, ONTARIO K0L 1R0

Posted: 2013 02 20

Employment Opportunity

Level - II

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted for the following **Permanent Full-Time Position**.

ONTARIO WORKS / SOCIAL SERVICES ADMINISTRATOR

SCOPE OF THE POSITION:

Appointed as the Ontario Works / Social Services Administrator to manage the delivery of the Curve Lake First Nation Ontario Works and other Social Services programs to the residents of Curve Lake First Nation according to the 1965 Welfare Agreement.

DUTIES AND RESPONSIBILITIES:

- Manage and administer the operations of the Ontario Works related services, according to all established regulations and standards.
- Manages and Supervises the Ontario Works / Social Services Program Assistant-Finance Case Worker and, Ontario Works Employment Case Worker.
- Oversees the financial operations of the Community Homemakers program under the Ministry of Health Guidelines.
- Recommend and arrange long term assistance programs, where required and approve short term assistance.
- Works closely with the Ontario Disability Support Program.
- Applies for and administers the National Child Benefit Program and Ontario Energy Fund.
- Makes referrals to a number of agencies ie. Women's Shelters, Counselling Services, Legal Aid, Family Court, etc.
- Monitors program budgets and funds in cooperation with the Ministry of Community and Social Services, Department of Indian and Northern Affairs Canada and, Curve Lake First Nation Financial Auditors.
- Ensures the maintenance of accurate documentation and reports.
- Represents Curve Lake First Nation regarding legal issues (police investigation, Ontario Works / Ontario Social Benefits Tribunals, legal clinics, etc.)
- Travel will be an essential requirement for this position.

TERMS OF EMPLOYMENT:

This is a permanent full-time position with an expected start date of April 2013. Rate of pay will be \$35,000.00 - \$38,500.00 annually based on a 39.5 hour work week.

QUALIFICATIONS:

BASIC REQUIREMENTS:(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education: Successful completion of a post-secondary education with a Diploma / Degree in Social Services program or related field; relevant experience an asset.

RATED REQUIREMENTS: (Will be tested during the interview)

Knowledge: Knowledge of the Ontario works Program;
Knowledge of Employment / Ontario Disability Support and other Social Services programs;
Knowledge of relevant other department programs and services at Curve Lake First Nation;
Knowledge of other relevant Social Services programs as it relates to First Nations in Ontario;
Budgets and Financial Management experience.

Abilities: Possess good analytical and organizational skills;
Possess good written and verbal communication skills;
High degree of computer skills; Intermediate Excel for MCSS Reporting;
Possess research skills-fact finding;
Ability to prioritize;
Ability to conceptualize;
Ability to multi-task and meet deadlines

Personal Suitability:

Must be sensitive to issues encountered by the client group;
High respect for confidentiality;
High level of tact and discretionary capabilities;
Must exhibit a high degree of initiative and self-direction;
Must be willing to travel;
Must be punctual, dependable with a strong desire to work.
Must demonstrate professionalism throughout the performance of duties.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms also available at the Employment Resource Centre.

Application package should consist of a completed application for, cover letter, resume, required documentation and name, addresses and phone number of two employment references submitted to:

**Laurie Hockaday, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario KOL IRO
Phone (705) 657-8045 Fax (705) 657-8708
e-mail: humanresources@curvelakefn.ca**

DEADLINE FOR APPLICATIONS: March 15, 2013 at 12:00 (noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Criminal Reference Check (CPIC) and Vulnerable Sector Screening (VSS) prior to commencing work.