

Government Services Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

HERE IT IS..... !

All Summer Student Positions are conditional upon funding

**SUMMER
STUDENT
EMPLOYMENT
OPPORTUNITIES**

Student Information Session

will be held at
Lakefield District Secondary School
May 27th, 2014 at 11:30 am

&

Evening Information Session

will be held at
Employment Resource Centre
May 27th, 2014
6:00 – 7:00 pm

**BONUS POINTS WILL BE AWARDED
FOR ATTENDING ONE OF
THESE SESSIONS**

A complete summer student application package and a detailed position description for each summer student position are available:

For pick-up at the Reception Desk at the Government Services Building or Employment Resource Centre or by email:

employmentofficer@curvelakefn.ca or clempl@persona.ca

**Deadline for all applications
Friday, June 6, 2014 @ 4:00 pm.**

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**APPLICATION DEADLINE IS:
4:00 PM on Friday, June 6, 2014**

As outlined in the Curve Lake First Nation Employment Policy, applications in accordance with the Human Rights Act – Section 24, subsection 1 (a) are now being accepted from students who are **Status Members of Curve Lake First Nation for the following:**

2014 Summer Student Positions

All Student Positions are dependent upon confirmation of funding from various funding sources which have strict funding criteria that CLFN has to abide by.

Government Services Building	<u>DayCare Centre</u>	<u>Employment Resource Centre</u> <u>Cultural Centre</u>	<u>Public Works</u>	<u>Health Centre</u>
1 Receptionist / Office Clerk	2 Playroom Assistants	1 Summer Student Coordinator (ERC)	2 Public Works Assistant	1 Day Camp Supervisor
	1 Day Care Island Worker/Cook	1 Pow Wow Support Worker		2 Day Camp Leader
		1 Cultural Centre Assistant		1 Senior Health Program Assistant
				1 Receptionist

A DETAILED POSITION DESCRIPTION FOR EACH STUDENT POSITION IS AVAILABLE AT THE RECEPTION AT THE GOVERNMENT SERVICES BUILDING AND AT THE EMPLOYMENT RESOURCE CENTRE OR BY EMAIL employmentofficer@curvelakefn.ca OR clemploy@persona.ca

2014 Summer Student Positions at CLFN

Eligibility Criteria

All applicants must be a Status Member of Curve Lake First Nation between the ages of 15 and 30 at the start of the Summer Student Program.

All applicants must have been a **registered full-time student at the end of 2013/2014** academic year and **returning to school in the 2014/2015** academic year.

A Basic Information Form is attached and the completed form **MUST BE** submitted with your application package.

Students can apply for up to TWO positions – please indicate your order of preference. A complete application package for each job must be submitted as there are separate job interviews.

The terms of employment range from **6 to 8 weeks** beginning June 30, 2014 for all summer students.

All students will work 32 hours weekly (Monday - Thursday) with a paid lunch hour.

The rate of pay will be \$11.00 per hour for students and \$12.25 per hour for Student Coordinator and Senior Health Program Assistant.

IMPORTANT!

Students who apply to work at the Day Care Centre must have **medical certification of up-to-date immunization**. This form is available at the Day Care Centre, at the Government Services Building, and at the Employment Resource Centre. **Please attach** with your application if applying for Day Care Positions.

If applying for the **Island Worker/Cook position**, please **provide proof of Boater's License**. Must be attached with application or will be screened out.

Also, if you are a **1st time applicant**, please make sure you **have applied for/or have** your Social Insurance Number before commencement of employment.

* You now need to **apply in person** at Service Canada office in Peterborough.

2014 Summer Student Positions at CLFN

Application Procedure

CLFN Student Application Forms, Student Basic Information Forms, and Day Care Medical Form and Individual Summer Student Position Descriptions are available at the Reception Desk at the Government Services Building and the Employment Resource Centre.

Email: employmentofficer@curvelakefn.ca OR clemploy@persona.ca

A complete Application Package consists of:

(Please use this as a checklist before handing in your application package)

- Cover Letter indicating which position you are applying for
- Completed CLFN Student Application Form
- Completed Student Employment Basic Information Form
- **CPIC ◀REMEMBER! Must be attached to application or proof of receipt that application has been made. Successful candidates will be reimbursed.**
- Current Resume
- One (1) Reference that includes Name, Address and Phone Number

Applications are to be addressed to:

→ **Summer Student Selection Committee**

**Curve Lake First Nation Government Services Building
Curve Lake, ON K0L 1R0**

or can be faxed in: 705-657-8708

Please ensure that your Application Package is received at the Reception Desk at the Government Services Building **before 4:00 pm on Friday, June 6, 2014.**

DEADLINE FOR ALL SUMMER STUDENT APPLICATION IS Friday, June 6, 2014 at 4:00 pm. LATE APPLICATIONS WILL NOT BE CONSIDERED.

- All Summer Student **Interviews are scheduled** to be held in the evenings on **June 18th & 19th, 2014** at the Government Services Building.
- All High school and Post-Secondary students are ***invited to attend*** the **Accenture 'Skills to Succeed' Session** being held at the **Curve Lake Community Centre** from **9:00 am to 3:30 pm on May 30, 2014.**

***** Bonus Points will be awarded for attending this session *****

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SUMMER STUDENT EMPLOYMENT BASIC INFORMATION FORM 2014

****Please print all information legibly*** Thank you*

Applicant's Name: _____

*Home Phone Number: _____ Alternate Phone: _____

*Applicant's email address: _____

*Date of Birth: _____ Required age is 15 to 30 yrs at start of term

*Curve Lake First Nation Membership Number: _____

Do you have a Social Insurance Number (SIN)? Yes No Have
Applied _____

You can provide SIN now or when offered a job _____
(this is optional).

Name of Reference _____ Title _____

Phone Number (Day or Office) _____ (Evening or Home) _____

Name of the School attended in 2013/2014 School Year: _____

Name of the School registered to attend in 2014/5 School Year: _____

To help with the Selection Process, the Education Staff of CLFN will be checking your **School Attendance Records** and will provide a score based on attendance to the Hiring Selection Committees. Please check the appropriate box if you are granting permission for the CLFN Education Staff to check your attendance records? Yes No

Print Name of Applicant Applicant's Signature Date

Parent/ Guardian signature required if applicant is **under** 18 years old.

Print Name of Parent/Guardian Parent/Guardian Signature Date

Thank you for completing this form. This form is confidential once completed.

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Permission Form

Purpose of Trip:	Skills to Succeed Workshop
Destination:	Curve Lake Community Centre
Date:	Friday, May 30, 2014
Start Time:	9:00 am
End Time:	3:30 pm
Travel Arrangements:	Students are responsible for their own transportation
Personnel In Charge:	Curve Lake First Nation Employment Dept. Staff
Clothing/Equipment:	See attached forms
Cost:	N/A

Elements Of Risk

Precautions will be taken by the Curve Lake Education Staff to ensure the safety of all participants. It is important for everyone involved to understand that out-of-school programs do present various elements of risk. Incidents related to such activities may occur and cause injury through no fault of the Education Department staff or the facility at which the activity or event is being held. By choosing to participate in the activity, you are assuming the risk of an accident occurring and release the Curve Lake Education Department of any liability.

I have read and understand all of the information as outlined. I give permission for my son/daughter/ward to take part in **Skills to Succeed Workshop** as outlined above.

Student's Name (please print)

Signature of Parent/Guardian

Date

Telephone Number

Emergency Contact:

Name

Telephone Number

Name

Telephone Number

Allergies/Medical Concerns

Students are responsible for their own transportation to and from the workshop

Release

The photographs/video that will be taken of you, either as an individual or as part of a group will be used by Accenture as part of an *internal and external* communications campaign, including, but not limited to, newsletters, brochures, banners, website/portal, videos and posters/advertisements.

By signing below, you voluntarily agree and acknowledge that these photos/video may be used by Accenture in the way and for the purposes detailed above and you grant to Accenture and/or anyone authorized by Accenture, the right to record, use and reproduce your likeness and/or picture, alone or in conjunction with other materials in any form of media now known or later developed. This particularly includes but is not limited to video, print (e.g., case studies, brochures, articles), electronic media, and all other media, for any and all Accenture marketing, promotional or commercial purpose.

Accenture shall be the exclusive owner of any and all right, title, and interest, including copyright, in Accenture materials containing the pictures/video and you acknowledge and agree that you are not entitled to any compensation for such photos/video or usage thereof.

You also hereby release and discharge Accenture from any and all claims and demands arising out of or in connection with the use of the photographs/video, including any and all claims for libel. This authorization and release shall also ensue to the benefit of the legal representatives, licensees and assigns of Accenture as well as, the person(s) for whom the photographs/video were taken.

Please sign below to indicate that you have voluntarily read, understood and agree to the terms detailed above:

Signature
(indicate if signature of Parent/Legal Guardian)

Name

Address

Date

N.B. If participant is under 18 years of age, it must be the signature of the Parent/Legal Guardian of the participant, and Parent/Legal Guardian must so indicate in signature.

STUDENTS

Summer Employment Season

with Curve Lake First Nation will be
here **SOON!!!**

Are
You
Ready?

The *Employment & Training Unit* in partnership with *Accenture Inc.* is offering a 1 day “**Skills to Succeed**” workshop assisting students with resume & cover letter development and aid in improving interview skills

When: Friday, May 30, 2014
9:00 am - 3:30 pm

Where: Curve Lake Community Centre
20 Whetung Street East

*Lunch and snacks will be provided
&
Draw will be held on day of workshop*

Bonus Points awarded towards CLFN Summer Student Application process if applicable

**Register by May 27th, 2014 by contacting
Bridget or Cheryl at 705 657-9455**

Skills you will acquire:

*Confidence Building
Create and/or expand your
Resume
Identify strengths and
transferable skills
Networking skills
Practice Presentation
skills
Practice and improve
interview skills*



INSPIRE

ENGAGE

GUIDE

2014 SUMMER STUDENT TRAINING

JUNE 30TH TO JULY 4TH

(July 1st – Canada Day – Statutory Holiday)

**THIS YEAR'S SUMMER STUDENT PROGRAM
IS ONCE AGAIN OFFERING A FULL PAID
WEEK OF MANDATORY TRAINING FOR OUR
SUMMER STUDENTS!!!!**

HERE'S WHAT TO LOOK FORWARD TOO!



Young Workers
Awareness
Program



**BBQ AND MEET THE SUPERVISORS LUNCH -- JULY 4th
12:00 pm – 1:00 pm**

Training Funds provided by the Gaming Revenue Fund

**CLFN Summer Student Opportunity – 2014
Summer Student Coordinator - (1) Position**

Eligibility:

- Applicant must be a student currently enrolled in post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student between the ages of 18 and 30 is preferred.
- Student must have computer skills, strong organizational and reporting skills.
- Must have a driver's license and reliable vehicle or access to one.
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Post-Secondary

Duties:

- Organize student and administration files.
- Completes and submits claim forms.
- Submit mid and final report on their student positions to Gaming Revenue Fund
- Provide Curve Lake First Nation and up to four funding sources with a mid-term and final report on their summer student positions.
- Orientates summer students on short-term employment policies.
- Submits weekly pay sheets to Curve Lake First Nation Finance Department.
- Works with supervisors on a work plan for each student
- Ensures students are meeting goals as set out by their supervisors and work plan while receiving learning experiences.
- Coordinates the evaluation of students and supervisors and provides mid-term and final evaluation reports.
- Maintains professional relationship with own and student supervisors.
- Assist the Employment Officer and/or Assistant Employment Officer at the Resource Centre.
- Performs other duties as assigned.

Reports to: Employment Officer

Term of Position: June 30th – August 28th, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Final Week of August 25th – 28th, 2014 - Final Reports

Rate of Pay: \$12.25/hour x 32 hours weekly

**CLFN Summer Student Opportunity – 2014
Day Camp Supervisor (1) Position**

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 18 and 30 is preferred.
- Student must have experience working with children and supervisor experience an asset.
- Student must be mature, energetic, reliable and show initiative.
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible to work in Canada.**

Education:

- Secondary or Post-Secondary

Duties

- Provides leadership and direction to the Day Camp staff to ensure the development and maintenance of a high quality program, which is keeping with the declared standards.
- Coordinates an orientation for the incoming Day Camp Leaders.
- Directs the day-to-day operation of the Day Camp within the prescribed financial guidelines established and reports immediately any budget or registration variance to the Youth Worker.
- Supervises all Day Camp Leaders and provides a written evaluation on the performance of each staff at mid-term and upon completion of Day Camp.
- Establishes program plans and effective methods of achieving stated goals and objectives for the Day Camp including fund raising events.
- Ensure that all staff and all campers are familiar with, and abides by the health and safety in the Day Camp operations.
- Plans and supervises campers during Day Camp, special events, etc.
- Maintains good relationships with parents of Campers.
- Maintains the Camp sites, and all Camp equipment and supplies.
- Takes courteous and prompt action on complaints on Day Camp operations.
- Maintains personal behavior of a responsible exemplary nature.

Reports to: Youth Worker

Terms of Position: June 30th – August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly

CLFN Summer Student Opportunity - 2014

Day Camp Leaders – (2) Positions

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- Must have experience working with children.
- Applicant must be mature, energetic, and reliable and show initiative.
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education.

Duties:

- Plans, coordinates and conducts Day Camp program activities in a team setting and assumes responsibility for the operation of the Day Camp program.
- Supervises children participating in Day Camp activities and must be willing to participate in all activities during Day Camp.
- Plans and supervises campers during Day Camp, special events, special interest days, etc.
- Supervises campers in swimming pool, in dressing rooms and assists lifeguards when requested.
- Provides leadership to camp groups in nature lore, handcrafts, singing, hiking, games and special camp events.
- Responsible for the health and safety of each camper.
- Cooperates with other staff in organizing and conducting Day Camp activities.
- Maintains camp equipment and supplies.
- Maintains personal behaviour of a responsible exemplary nature.
- Plans and organizes fund raising events.
- Performs other related duties as assigned.

Reports to:

Youth Worker

Term of Position:

**June 30th – August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)**

Rate of Pay:

\$11.00/hour x 32 hours weekly

CLFN Summer Student Opportunity - 2014

Office Clerk – (1) Position Government Services Building

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education.

Duties:

- Assisting the Receptionist at the Government Services Building with clerical assistance including greeting visitors, incoming telephone calls, emails, faxes, filing, typing etc.
- Responsible for maintaining an awareness of the events, programs and services offered by the Curve Lake First Nation.
- Assisting the Administrative Staff at the Government Services Building with their programs and services that are available to the CLFN membership.
- To assist with administrative and clerical duties such as reporting staff attendance, assisting with the bi-weekly newsletter, scheduling of room bookings, etc.
- Assisting other Administration staff with filing, typing, sorting, etc.
- Other related duties as assigned.

Reports to: Receptionist and other Administration Staff

Term of Position: June 30th – August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly

CLFN Summer Student Opportunity - 2014

Pow Wow Support Worker – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 17 and 30.
- Have a strong interest in Native culture and events
- Responsible individual with self-initiative
- G license and access to a vehicle
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Senior Secondary or Post-Secondary Education.

Duties:

- Assists the Curve Lake First Nation Pow Wow Committee with the coordination of the Pow Wow
- Computer skills in Microsoft Office (Excel, Word) for data entry, email etc.
- Create promotional items such as posters to promote Pow Wow
- Assist with Pow Wow donation request and pick up
- Organization of fundraising activities for the Pow Wow
- Assist with the canvassing of supplies, giveaways, etc. for the Pow Wow
- Assist with filing, typing and other clerical duties
- Attendance a Pow Wow meetings required
- Other related duties as assigned.

Reports to:

Cultural Archivist and
Cultural Centre and Pow Wow Committee

Term of Position:

June 30th – August 21st, 2014
(1st week – Training Workshops are Mandatory)

Rate of Pay:

\$11.00/hour x 32 hours weekly

**CLFN Summer Student Opportunity - 2014
Cultural Center – Student Assistant – (1 Position)**

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 17 and 30.
- Must be highly motivated, a self-starter and excellent attention to detail
- Outgoing and an interest in History, Culture and Arts
- Interest in Native language and learning from Elders in the community
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education: Senior Secondary or Post-Secondary Education.

Duties:

- Responsible to the Cultural Centre Outreach Coordinator and the Cultural Centre Archivist for assistance in administering programs to outside audiences of First Nation and non-First Nation descent
- Responsible in assisting the Cultural Centre Archivist in documenting and archiving First Nation artifacts, documents, pictures
- Responsible for the efficient and effective implementation of the Cultural Centre's business plan
- Some knowledge of Microsoft computer programs (data entry)
- Some research skills
- Responsible for supporting and coordination of outside activities and workshops provided by the centre
- Works directly with the Cultural Centre's Outreach Coordinator and Archivist in the effective management of the Cultural Centre
- Willing to train as a cultural interpreter for small walk in tours
- To attend meetings and support the Elders Advisory Committee & Pow Wow Committee in any other duties deemed necessary

Reports to: Cultural Outreach Coordinator

Term of Position: June 30th – August 21st, 2014
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly

CLFN Summer Student Opportunity - 2014

Public Works Assistant – (2) Positions

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education.

Duties:

- Driver's license is an asset.
- Must be able to work with little or no supervision.
- Cutting grass and using a weed-eater.
- Checking garbage bag tags when assisting with garbage pickup.
- Cleaning up public sites such as ball diamonds, parks, etc.
- Must have an allergy kit/supplies if allergic to bees, insects etc.
- Must be able to work in all weather conditions.
- Proper safety equipment must be worn at all times.
- Must have good public relations skills.
- Other related duties as assigned.
- Certified safety boots and other safety equipment are required.
(Special equipment, see Bridget for Pre-Employment application).

Reports to: Public Works Coordinator

Term of Position: June 30th – August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly

CLFN Summer Student Opportunity - 2014

Day Care Playroom Assistant – (2) Positions

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- Applicant must be willing to work flexible hours, punctual and dependable.
- Experience working with children is an asset.
- Student must be mature, energetic, and reliable and show initiative.
- Respect for confidentiality is a must.
- **Must have medical certification of up-to-date immunization – form is available at the Employment Resource Centre and Government Services Building. (must provide with application)**
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education.

Duties:

- Responsible for assisting Playroom Staff to provide in day care and out of day care learning activities for children.
- Responsible for assisting children in learning and appreciating their personal care needs and includes assisting in washroom routine with the children.
- Assists in maintaining the playroom, toys, etc. in a state of cleanliness.
- Must participate in all activities such as swimming, biking, walking and hiking.
- Assists staff in getting materials and activities ready for program.
- Assist in all aspects of summer programs for children in different age groups.
- May be required to wash, dry, fold and put away all laundry items.
- May be required to serve snack and clean up after snacks and lunches including clearing tables, chairs, sweeping floors, and washing dishes.

Reports to: Day Care Playroom Staff

Term of Position: June 30th – August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly

**CLFN Summer Student Opportunity – 2014
Day Care Island Worker/Cook – (1) Position**

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- **Must have a license to operate a motorboat** (must provide proof with application otherwise the applicant will be screened out).
- **Must have medical certification of up-to-date immunization** – form is at Day Care Centre, Employment Centre & Government Services Building. **(must provide with application)**
- Student must be mature, energetic, and reliable and show initiative.
- **Must provide a completed criminal reference check (CPIC)** *Submit with application* **and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education.

Duties:

- Must be willing to learn and speak Ojibwa language.
- Responsible for supervising children on a one-on-one and group basis.
- To assist with the gathering and transporting supplies for the island by outboard motor boat.
- Responsible for cooking and/or assisting with all meal and snack preparation.
- May be responsible for driving the motorboat with supplies to/from the island.
- Responsible for assisting and participating in the activities provide for the children on the island.
- There will be heavy lifting and physical labour required such as cutting wood, carrying heavy supplies, loading and unloading boat, etc.
- Will assist in other duties as required.
- Certified safety boots and safety equipment are required.
(Special equipment, see Bridget for Pre-Employment application).

Reports to: Day Care Staff

Term of Position: June 30th to August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly

Job Posting
CLFN Summer Student Opportunity - 2014
Senior Health Program Assistant – (1) Position

Eligibility:

- Must be a student currently enrolled in a post-secondary institution and must be returning to school in the fall.
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 18 and 30.
- Mature student is preferred.
- **The successful candidate must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work.**

Education:

- Post-Secondary

Duties:

- To assist the Mental Health Services & NNDAP Worker with the development and implementation of community programs
- To assist the Program Staff at the Health Centre with community health prevention and promotion activities that encourage healthy life choices
- To assist in the implementation of the community health prevention and promotion initiatives particular assistance to the Annual Health Fair
- To assist in the community based activities that enhance holistic health and well being
- Any other related duties as required.

Reports to: Health & Family Services Manager

Term of Position: June 30th to August 28th, 2014 (Monday - Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$ 12.25/hour x 32 hours weekly

CLFN Summer Student Opportunity - 2014

Receptionist – (1) Position Health Centre

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall.
- Student must be a status member of Curve Lake First Nation.
- Student must live in Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada.**

Education:

- Secondary or Post-Secondary Education.

Duties:

- Assisting the Receptionist at the Health Centre with clerical assistance including greeting visitors, incoming telephone calls, emails, faxes, filing, typing etc.
- Responsible for maintaining an awareness of the events, programs and services offered by the Curve Lake First Nation.
- Assisting the Administrative Staff at the Health Centre with their programs and services that are available to the CLFN membership.
- To assist with Manager and other Health Centre staff with clerical duties (filing, typing, sorting, etc.)
- Other related duties as assigned.

Reports to: Manager and other Health Centre Staff

Term of Position: June 30th – August 21st, 2014 (Monday to Thursday)
(1st week – Training Workshops are Mandatory)

Rate of Pay: \$11.00/hour x 32 hours weekly