

# **SPECIAL NEWSLETTER**

Friday May 13, 2016



## **CURVE LAKE FIRST NATION EMPLOYMENT OPPORTUNITIES & SUMMER STUDENT POSTINGS**



**Posted: May 13, 2015**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **Full-Time Term** position:

### **OJIBWE LANGUAGE AND CULTURAL INSTRUCTOR O'shkiigmong Early Learning Centre**

#### **DUTIES:**

- Responsible for providing Ojibwe Language Instruction for Curve Lake Day Care Children and Staff
- Responsible for providing in and out of Day Care learning activities for Day Care Children and Staff
- Responsible for supervising children on a one-on-one and group basis
- Responsible for assisting in the operation of Curve Lake First Nation child care facilities
- Responsible for all manual preparations in regards to outings taking place at Kutang Island
- Responsible for preparing a nutritious menu for the summer program at Kutang Island
- Responsible for storage and packing of supplies and equipment
- Responsible for all health and safety requirements during cultural activities
- Responsible for daily maintenance of boats and surrounding on Kutang Island

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

#### **Education:**

- Must be Fluent in the Ojibwe Language

#### **Other Requirements:**

- Current First Aid and CPR Certificate
- Boater's Pleasure Craft License
- Food Handler's Certificate

**RATED REQUIREMENTS:** (Will be rated in assessment of resume/application and the Interview)

#### **Knowledge:**

- A strong understanding of Curve Lake First Nation Anishnabe Culture
- Knowledge of Health and Safety procedures for inside and outside cultural activities



**Abilities:**

- Strong appreciation of, and empathy with, the needs of children
- Sensitivity to Native issues
- Good oral and written communication skills
- Good organizational skills and ability to work in a group setting

**Personal Suitability:**

- Must enjoy working with and being with children
- Respect for confidentiality a must
- High level of tact and discretionary capabilities
- Willing to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

**TERMS OF EMPLOYMENT:**

This is a Full-Time Term position from June 13, 2016 to October 31, 2016. The rate of pay for this position will range from \$14.33-\$15.92/hr based on 39.5 hours per week.

**APPLICATION:**

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to:**

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

**Deadline for Applications:** Friday May 27, 2016 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 Canadian Police Information Check (CPIC) and Police Vulnerable Sector Check (PVSC) prior to commencing work.**



**Posted: May 13, 2016**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following **Full-Time Term** position:

### **ASSISTANT TO OJIBWE LANGUAGE AND CULTURAL INSTRUCTOR O'shkiigmong Early Learning Centre & Kutang Island**

#### **DUTIES:**

- To assist the Native Language/Cultural Instructor with the in-Day Care and out-of-Day Care learning activities for children on Kutang Island
- Responsible for assisting in the supervision of children on a one-on-one basis or group basis
- Responsible for assisting with the preparation of teaching materials and equipment for children
- Responsible for assisting in the operation of Curve Lake First Nation child care facilities
- Responsible for assisting children in learning and appreciating their personal care needs
- Responsible for assisting in the design and implementation of outdoor recreational activities for the children on Kutang Island
- Responsible for transporting children in Pontoon Boat to and from Kutang Island

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

#### **Education:**

- Ontario Secondary School Diploma or a minimum of two years related experience working with children (applicant must demonstrate how work experience meets requirements).

#### **Other Requirements:**

- Current First Aid and CPR Certificate
- Boater's Pleasure Craft License

#### **RATED REQUIREMENTS:**

#### **Knowledge/Skills:**

- Familiarity with O'shkiigmong Early Learning Centre operations and services
- Knowledge and understanding of Occupational Health and Safety in a workplace environment



**Abilities:**

- Ability to operate and maintain (small engine) operating equipment
- Ability to multi-task and meet deadlines

**Personal Suitability:**

- Must enjoy working with and being with children
- High respect for confidentiality
- Willing to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

**TERMS OF EMPLOYMENT:**

This is a Four Month Term Contract position beginning June 13, 2016. Rate of Pay will be \$13.25 per hour 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 can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

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**Posted: May 13, 2016**  
**Level III**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted for the following Permanent Full-Time position:

### **HOUSING COORDINATOR**

#### **DUTIES:**

- Research, develop and prepare proposals on new Housing program/initiative
- Negotiate with representatives of outside agencies for funding or program delivery changes
- Investigate issues, compile information and recommend solutions
- Coordinate planning for residential development
- Ensure housing initiatives and services are consistent with approved plans and budgets
- Maintain good public relations with community members, other departments of Council, other First Nations and outside agencies by responding to inquiries, providing information, etc.

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

#### **Education:**

- A University degree in Business Administration with minimum of three years related work experience including supervisory responsibilities
- A College diploma in Business Administration or related discipline with minimum five years related work experience including supervisory responsibilities

#### **Other**

- Preference given to candidates who are members of a First Nation affiliated with Kagita Mikam
- Proof of valid driver's license
- Indication of use of reliable transportation

#### **RATED REQUIREMENTS:**

#### **Knowledge & Skills:**

- Thorough understanding of First Nation housing development, maintenance and management issues and concerns
- Knowledge of Curve Lake First Nation Housing programs as well as Federal/Provincial government programs and policies in the housing area
- Possess a working knowledge of mortgages, loans and interest calculations
- Excellent time management skills
- High level of computer skills

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

**Abilities:**

- Highly self-motivated and able to work independently
- Ability to conceptualize, research and develop programs, policies and procedures
- Ability to communicate effectively with a variety of personalities
- Good assessment, planning, and organizational skills

**Personal Suitability:**

- Must have a high respect for confidentiality
- Exhibit a high degree of initiative and self-direction
- Must demonstrate professionalism throughout performance of duties

**TERMS OF EMPLOYMENT:**

This is full time permanent position beginning immediately. Annual salary range for this position is \$50,030 to \$55,589 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 can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

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**Posted: May 13, 2016**  
**Level III**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted for the following Full-Time Permanent position:

### **EMPLOYMENT OFFICER**

#### **Duties:**

- Responsible for completion of intake and assessment on individual clients to identify employment or training needs
- Responsible for providing vocational counselling and identifying/developing career plans with clients
- Responsible for organizing and conducting job search courses
- Responsible for linking clients with employment opportunities
- Responsible for the operation of the Employment Resource Centre
- Responsible for arranging and delivering upgrading programs and for identifying and communicating employment opportunities
- Responsible for administering the Kagita Mikam Purchase of Service Programs
- Responsible for maintaining a labour force data base
- Responsible for assisting in the preparation of training and job creation proposals
- Performs other related duties as may reasonably be required

**QUALIFICATIONS:** Basic Requirements: **(APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)**

#### **Education:**

- Post-secondary education Employment Counselling or in a related field (Education, Economics, Business, Human Resources)

#### **Other:**

- Proof of valid driver's license
- Indication of use of reliable transportation

#### **RATED REQUIREMENTS:**

##### **Knowledge:**

- Good knowledge of education, training and community support services
- Experience in teaching and Career Counselling

##### **Abilities:**

- Excellent planning, analytical, organizational, and communication skills (oral/written)



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- Good Public Relation skills
- Ability to work within a team setting
- Ability to develop and maintain a filing system
- Strong computer and technical skills
- Ability to work within specific deadlines, interruptions and peak workloads

#### **Personal Suitability:**

- Sensitivity and awareness to social factors that affect First Nation people
- Appreciation of the need for a positive, cheerful and informed approach with the public
- Ability to work with confidentiality, tact, and discretion
- Must be punctual and reliable

#### **TERMS OF EMPLOYMENT:**

This is full time permanent position beginning immediately. Annual salary range for this position is \$37,523 to \$41,692 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 can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

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Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
www.curvelakefn.ca

## **2016 SUMMER STUDENT POSITIONS**

**APPLICATION DEADLINE IS:**

**12:00 PM on Tuesday, May 24, 2016**

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:**

### **Positions Available**

- **1- Summer Student Coordinator**
- **1- Senior Health Programs Assistant**
- **1- Day Camp Supervisor**
- **1- Community Recreation Activator Program Assistant**
- **1- Community Home Support Worker**

### **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 2015/2016** academic year and **returning to school in the 2016/2017** academic year.
- A Basic Information Form is attached and the completed form **MUST BE** submitted with your application package.

### **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: [LoriC@curvelake.ca](mailto:LoriC@curvelake.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

Government Services Building  
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Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefn.ca](http://www.curvelakefn.ca)

**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 12:00 pm Tuesday, May 24, 2016.**

**LATE APPLICATIONS WILL NOT BE CONSIDERED.**

Government Services Building  
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www.curvelakefn.ca

## SUMMER STUDENT EMPLOYMENT BASIC INFORMATION FORM 2016

*\*\*\*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 2015/16 School Year: \_\_\_\_\_

Name of the School registered to attend in 2016/17 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.**



## APPLICATION FOR STUDENT SUMMER EMPLOYMENT

**SUMMER STUDENT POSITION BEING APPLIED FOR: (PLEASE LIST IN ORDER OF PRIORITY)**

#1. \_\_\_\_\_

#2. \_\_\_\_\_

**PERSONAL DATA: CERTIFICATE OF INDIAN STATUS NUMBER \_\_\_\_\_**

Last Name:	Given Names:
Present Address (Including Postal Code)	
Home Telephone:	Alternative Telephone:

### EDUCATION

SCHOOL	COURSE OF STUDY	DATES FROM MONTH/YEAR	ATTENDED TO MONTH/YEAR	DEGREE OR DIPLOMA	DATE

**DO YOU HAVE ANY LEARNING CHALLENGES AND REQUIRE WRITTEN QUESTIONS IN THE INTERVIEW?**

\_\_\_\_\_ **YES**      \_\_\_\_\_ **NO**

**OTHER COURSES, WORKSHOPS, SEMINARS AND LICENSES OR CERTIFICATES OBTAINED WHICH RELATE TO THE POSITION BEING APPLIED FOR:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## CLFN Summer Student Opportunity – 2016

### COMMUNITY RECREATION ACTIVATOR 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 in Canada**

#### Other Requirements:

- Must be willing to work a flexible work schedule **(inclusive of evenings and weekends)**
- Current First Aid & CPR or willing to take the training
- **Valid driver's license would be an asset**

#### Duties:

- Assist Community Aboriginal Recreational Activator (CARA) with assessing the sport and recreation needs/interests of the community
- Assist CARA with researching sport and recreation programs
- Assist CARA with the developing and maintaining recreation and sports programs
- Assist CARA with ensuring a variety of sport, recreation and cultural programs are planned/implemented
- Supervise and lead activities
- Book rentals for sport and community events
- Assist with program reports and data collection
- Assist CARA with evaluating the effectiveness of programs and identify areas where new programs are needed

Reports to: Community Aboriginal Recreation Activator

Term of Position: June 6<sup>th</sup> - August 25<sup>th</sup>, 2016

Rate of Pay: \$13.00/hour x **35** hours weekly

Deadline: **May 24<sup>th</sup> @ 12 (noon)**

## CLFN Summer Student Opportunity – 2016

### COMMUNITY HOME SUPPORT WORKER – (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
- **The successful candidate must provide a completed criminal reference check (CPIC) \*Submit with application\* and must be eligible for work in Canada**

#### Education:

- Post-Secondary

#### Other Requirements:

- First Aid and CPR Certification is an asset

#### Duties:

- Various tasks will be assigned by the Senior Citizens Coordinator for assistance to be provided to our members who are in their senior years, who are physically challenged, members who are confined to their homes due to illness, immobility, etc.
- Various duties will be performed outside their homes.
- Listening and visiting with the elderly.
- Cutting grass and weed-eating lawns
- Must have an understanding and respect for the elderly and disabled.
- Certified safety boots and safety equipment are required.
- Other related duties as assigned.

<u>Reports to:</u>	Senior Citizens Coordinator
<u>Term of Position:</u>	June 6 <sup>th</sup> - August 25 <sup>th</sup> , 2016 (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$11.25/hour x 32 hours weekly
<u>Deadline:</u>	<b>May 24<sup>th</sup> @ 12 (noon)</b>



# CLFN Summer Student Opportunity – 2016

## Day Camp Supervisor (1) Position

### Eligibility:

- Applicant 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 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:

- Post-secondary

### Duties

- Provide 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
- Direct the day-to-day operation of the Day Camp within the prescribed financial guidelines established and immediately report any budget or registration variance to the Youth Worker
- Supervise all Day Camp Leaders and provides a written evaluation on the performance of each staff at mid-term and upon completion of Day Camp
- Establish 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
- Plan and supervise campers during Day Camp, special events, etc.
- Maintain good relationships with the parents of Campers
- Maintain the Camp sites, and all Camp equipment and supplies
- Take courteous and prompt action on complaints on Day Camp operations
- Participate in training initiatives as required
- Maintain personal behavior of a responsible exemplary nature

Reports to: Youth Worker

Terms of Position: June 6<sup>th</sup> - August 25<sup>th</sup>, 2016 (Monday to Thursday)  
(Training Workshops are Mandatory)

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

**Deadline: May 24<sup>th</sup>, 2016 @ 12 (Noon)**

## CLFN Summer Student Opportunity – 2016

### 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 in Canada**

#### Education:

- Post-Secondary (preference given to those in health related studies, environmental health, and ECE)

#### 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
- Planning and organization of the Annual Health Fair
- Any other related duties as required

Reports to: Health & Family Services Manager

Term of Position: June 6<sup>th</sup> - August 25<sup>th</sup>, 2016 (Monday - Thursday)  
(Training Workshops are Mandatory)

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

Deadline: **May 24<sup>th</sup> @ 12 (noon)**

# CLFN Summer Student Opportunity – 2016

## 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
- Complete and submit claim forms
- Provide Curve Lake First Nation and up to four funding sources with a mid-term and final report on their summer student positions
- Orientate summer students on short-term employment policies
- Submit weekly pay sheets to Curve Lake First Nation Finance Department
- Work with supervisors as needed to ensure work plan goals are assigned for each student
- Ensure students are meeting goals as set out by their supervisors and work plan while receiving learning experiences
- Coordinate the evaluation of students and supervisors and provide mid-term and final evaluation reports
- Maintain professional relationship with staff and students
- Assist the Employment Officer and/or Assistant Employment Officer at the Resource Centre
- Participate in training initiatives as required
- Perform other duties as assigned

Reports to:

Employment Officer

Term of Position:

June 6<sup>th</sup> – August 25<sup>th</sup>, 2016 (Monday to Thursday)  
(Training Workshops are Mandatory)

Week of August 22<sup>nd</sup> – 25<sup>th</sup>, 2016 - Final Reports

Rate of Pay:

\$12.25/hour x 32 hours weekly

Deadline:

**May 24<sup>th</sup> @ 12 (Noon)**