

Special

Newsletter

Thursday April 18, 2013



Curve Lake First Nation

Employment

Opportunities!!



Posted: April 18, 2013

EMPLOYMENT OPPORTUNITY

Level – I

As outlined in the Curve Lake First Nation Employment Policy, applications from Status Members of any First Nation Members are now being accepted for the following Short-Term Positions:

CLEAN UP CREW (3 Labourers)

The Clean Up Crew under the supervision of the Public Works Coordinator will be responsible for:

Duties

- Responsible for general clean up and under brushing along First Nation owned roads, as well as spring clean up of various public sites / buildings.

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

Education

- Grade 12 or two years experience as a general labourer
- Ability to do physical work outdoors all day
- Supervisor must have a valid drivers license and us of an insured vehicle (preference will be given to those with use of a truck).

Term of Employment: May 13, 2012 until May 31, 2013

Rate of Pay: \$11.25 per hour based on 39.5 hours per week.

APPLICATION PROCEDURE:

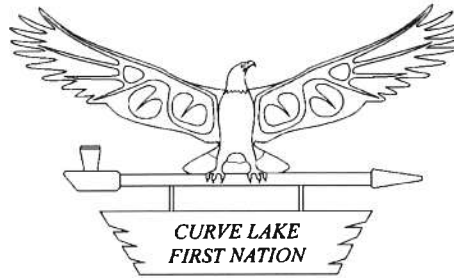
Application forms are available at the front Reception of the Government Services Office. Application packages should consist of a completed application form, cover letter, resume, and names, addresses and phone numbers of two employment references submitted to:

**Laurie Hockaday, Human Resources Coordinator
GOVERNMENT SERVICES BUILDING
CURVE LAKE, ONTARIO
K0L 1R0
PHONE: (705) 657-8045 FAX: (705) 657-8708**

Closing Date for Applications: Friday May 3, 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 Reference (CPIC) prior to commencing work.**



Posted: April 18, 2013

LEVEL I - POSTING

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 FROM ANY FIRST NATION for the following One (1) year Full-Time Contract Position:

EVENTS COORDINATOR

DUTIES:

- ◆ Oversee the coordination of events within the Curve Lake First Nation Community.
- ◆ Manage internal and external communications with regards to events.
- ◆ Manage Vendors and Suppliers.
- ◆ Source Venues, obtain quotes and conduct site visits.
- ◆ Administer event budget and ensure it is maximized.
- ◆ In coordination with Recreation Port-folio Councillors / Program Managers, liaise exhibition builders, caterers, delegates and speakers throughout the entire process.
- ◆ Maintain detailed and accurate event files.
- ◆ Provide administrative support to Recreation Port-folio Councillors / Program Managers.
- ◆ Supervise the development and production of promotional materials and presentation.
- ◆ Develop a risk management plan.
- ◆ Produce reports on events which include obstacles and opportunities encountered.
- ◆ Other duties shall be assigned as required.

TERMS OF EMPLOYMENT:

This is a pilot project for a one (1) year full-time contract position beginning immediately. Rate of pay will be \$15.00 per hour based on 35 hours per week. **Must be able to work flexible hours that will include evenings, weekends and holidays.**

QUALIFICATIONS:

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

Education:

- Post-Secondary School Diploma in Business, Marketing, Public Relations or related field required.
- 2 years' event coordination or management experience.

RATED REQUIREMENTS: (Will be tested during the interview)

Knowledge:

Familiar with the operations of Curve Lake First Nation Community Events.
Knowledge of coordination of fundraising activities.

Abilities:

Strong appreciation of, and empathy with, the needs of children.
Sensitivity to Native issues.
Strong oral and written communication skills.
Strong organizational skills.
Proven ability to manage budgets.
Ability to work in a group setting.
Ability function as a team member.

Personal Suitability:

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.

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: Friday May 3, 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 (CPIC) and Vulnerable Sector Screening Check (VSSC) prior to commencing work.



22 Winookeedaa Street
Curve Lake, ON K0L 1R0

EMPLOYMENT OPPORTUNITY

POSTED: April 18, 2013

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:

EMPLOYMENT OFFICER

The Employment Officer under the immediate supervision of the General Manager will be responsible for:

Career Development and Counselling

- 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.

Vocational Training Programs

- 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.

Labour Force Development

- Responsible for maintaining a labour force data base;
- Responsible for assisting in the preparation of training and job creation proposals.

Other

- Performs other related duties as may reasonably be required by the General Manager.

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

Education

- Graduation from a Post Secondary program in Employment Counselling or a related field (Business Administration, Education, Economics Human Resources);
- If requesting consideration for post-secondary graduation from a related field, a detailed letter must accompany the application explaining how that degree/diploma/certificate is equivalent and relative to the position.

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

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);
- 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:

- Appreciation of the need for a positive, cheerful and informed approach with the public;
- Ability to work with confidentiality, tact, and discretion;
- Punctual and reliable.

TERM OF EMPLOYMENT: This is a permanent full-time position to start **immediately** or as soon as an acceptable CPIC is provided thereafter.

RATE OF PAY: Rate of Pay will be **\$28,535.00 annually, based on 39.5 hours per week.**

APPLICATION PROCEDURE:

Application forms are available from the Receptionist at the Government Services Office. Application packages should consist of a completed application form, cover letter, resume, and names, addresses and phone numbers of (2) two employment references submitted to:

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

DEADLINE FOR APPLICATIONS: Friday, May 3, 2013 at 12:00 (Noon). (LATE APPLICATIONS WILL NOT BE ACCEPTED)

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) prior to commencing work.**



Posted: April 18, 2013
Level I - Posting

As outlined in the Curve Lake First Nation Employment Policy, applications from **Status Members of any First Nation** are now being accepted for the following **Part-Time Seasonal** Position:

Gate Operator (2 Positions)

Location of Employment: **Petroglyphs Provincial Park**

Duties:

- Responsible for the collection of fees for admittance into the Petroglyphs Provincial Park;
- Responsible for maintaining a daily journal of the park permits issued;
- Responsible for the reconciliation of park permits and revenue on a daily basis;
- Responsible for the distribution of information to visitors as required;
- Responsible for wearing a uniform and badge as required by the Curve Lake First Nation.

Qualifications: (Applications must show necessary proof with application or will be automatically screened out.)

Education: **Minimum of Grade 12**

Other:

- Proof of valid driver's license (photocopy and attach with resume/application);
- Indication of use of reliable transportation;
- Current Criminal Reference Check (CPIC);
- First Aid / CPR;
- Knowledge in the use of a Fire Extinguisher

Rated Requirements:

(Will be rated in the assessment of resume/application and the interview)

Knowledge:

- Knowledge of the Petroglyphs Provincial Park;
- Basic knowledge of the sacredness of the Rock Teachings to Native People

Page two – Gate Operator (Petroglyphs Provincial Park)

Abilities:

- Ability to handle cash, daily journal and conversion of cash from American to Canadian dollars;
- Ability to work flexible hours including weekends and holidays;
- Ability to communicate effectively with a variety of personalities

Personal Suitability:

- Excellent Public Relations skills
- Reliable
- Punctual

Terms of Employment:

This is a Term Contract with an expected start date of May 10th, 2013 to Monday, October 14th, 2013. Successful candidate must be committed to work the full term of the contract.

Hours of Operation: 10:00 a.m. – 5:00 p.m. daily including weekends during July -August as well as Statutory Holiday weekends.
(Successful candidate must be able to work Flexible Hours)

Rate of Pay: \$12.25 per hour based on up to 29 hours per week.

Application Procedure & Deadline:

Application forms 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 at least two (2) employment related references and 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: Wednesday May 1, 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 be able to provide an acceptable CPIC prior to starting this term contract position