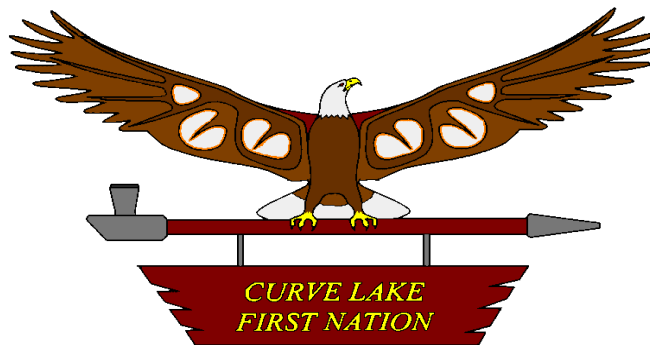


SPECIAL NEWSLETTER

Tuesday August 9, 2016



CURVE LAKE FIRST NATION

EMPLOYMENT OPPORTUNITIES



Posted: July 29, 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:

REGISTERED EARLY CHILDHOOD EDUCATOR O'shkiigmong Early Learning Centre

Duties and Responsibilities:

- Responsible for providing in-day care and out-of-day care learning activities for children
- Responsible for supervising children on a one-on-one basis or group basis
- Responsible for recommending the acquisition 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 designing and implementing outdoor recreational activities for the children
- Responsible for planning indoor and outdoor activities

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

Education:

- Registered Early Childhood Educator Diploma or Approval by the Ministry of Education
- Must be registered with the College of Early Childhood Educators
- Current First Aid and CPR Certificate

RATED REQUIREMENTS:

Knowledge/Skills:

- Familiarity with the Curve Lake First Nation Day Care operation and services
- Knowledge of the Child Care and Early Years Act
- Excellent knowledge of classroom management, curriculum development and program planning

Abilities:

- Strong appreciation of, and empathy with, the needs of children
- Sensitivity to Native issues
- Good oral and written communication skills
- Good organizational skills
- Ability to work in a group setting
- Ability to do daily/weekly lesson plans and function as a team member

Government Service Building
22 Winookeedaa Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

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 Permanent position beginning immediately. Annual salary range will be \$34,948 to \$38,831 based on a 39.5 hour work week.

APPLICATION PROCEDURE:

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) 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 August 12, 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.

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Posted: August 5, 2016
Level III

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full-Time Three (3) Year Term** position:

EXECUTIVE SECRETARY

DUTIES:

- Provide assistance and Executive Secretarial services to the Chief, Council and General Manager
- Plan, organize and attend Chief and Council meetings and community meetings
- Assist in developing agendas and reports, including all background information, drafting of motions/resolutions in preparation for meetings
- Transcribe minutes and prepare for distribution following each meeting
- Assists with and coordinates Chief and Council calendars
- Manage community events as directed by Chief and Council
- Screen incoming mail and provides Briefing Notes for Chief and General Manager
- Liaise with Government officials/offices to promote partnerships and working relationships

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

Education:

- Graduation from a post-secondary program in secretarial science and/or office administration

RATED REQUIREMENTS:

Knowledge & Skills:

- High level of secretarial skills
- Good knowledge of office practice
- Be familiar with governmental structures, statutes, by-laws and policies
- Working knowledge of the legislation, policies and procedures that impact on First Nations
- High level of computer and word processing skills
- Good communication and public/staff relations skills
- High-level organization, managerial and analytical skills

Abilities:

- Good sense of initiative
- Ability to work with tact and discretion in a political and personal environment

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Personal Suitability:

- Appreciates the confidential nature of the position
- High level appreciation of Native issues

TERMS OF EMPLOYMENT:

This is Full Time Three (3) Year Term position beginning immediately. Annual salary range for this position is \$37,891 to \$42,101 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) 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
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Deadline for Applications: Friday August 19, 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) prior to commencing work.



Posted: August 8, 2016
Level III

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Part-Time Term** position:

POLICY DEVELOPER Curve Lake First Nation School

DUTIES:

- Leads in the development and review of current policies and guidelines for the Curve Lake First Nation School
- Coordinates and conducts research and analysis to support the review or development of policy methodology, standards and guidelines to identify and remain current on legislation/policies/best practices for the Curve Lake First Nation School
- Summarizes research findings and drafts briefing documents on the research/policy topics/issues for review by the Student Success Coordinator and Education Manager
- Provides analysis and assessment of existing policies and evaluate effectiveness.
- Prepares and documents results/research findings, and provides recommendations to the Student Success Coordinator and Education Manager on policy
- Identifies effective methods of communication approaches based on specific targeted audiences
- Review and analyze existing documentation on First Nation School policies
- Develop a work plan to monitor deliverables
- Provide Education Manager and Student Success Coordinator with copies of completed drafts and updates on the work plan

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

Education:

- A University degree from a recognized post-secondary institution
- Experience in the education field an asset

RATED REQUIREMENTS:

Knowledge:

- Knowledge of First Nations culture, history, values and protocol
- Knowledge of current Federal and Provincial legislation, policy and programs that impact education in First Nations communities

Skills & Abilities:

- Excellent oral and written communication skills

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- Proven experience and ability in conducting research and analysis
- Computer literate including Microsoft Office, Database software and email
- Excellent time management skills

Personal Suitability:

- Ability to work and interact as a team member while respecting lines of authority and reporting requirements
- Sound judgement and good work ethic

TERMS OF EMPLOYMENT:

This is Part-Time Term position beginning September 6, 2016 to March 31, 2017. The rate of pay for this position will range from \$21.49/hour to \$23.40/hour based on 24 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) under documents.

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Posted: August 8, 2016
Level III

EMPLOYMENT OPPORTUNITY

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

PRIMARY TEACHER Curve Lake First Nation School

DUTIES:

- Plans long range lesson plans, methods of instruction and course of study
- Evaluates, selects and modifies resources and activities to address curriculum objectives and student learning needs
- Communicates learning objectives to students and parents
- Conducts his/her class in accordance with the school timetable and to make the timetable available to students, parents, the Principal and Education Manager
- Maintains proper order and discipline in the classroom, throughout the school and on school property
- Contributes as a member of the educational team at the school and in the Curve Lake First Nation education system
- Makes consistent, educationally sound decisions within the framework of established school policies and procedures

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

Education:

- Bachelor of Education
- Primary Qualifications
- Current member of the OCT in good standing

RATED REQUIREMENTS:

Knowledge & Skills:

- Knowledge of classroom management techniques
- Knowledge of differentiated instructional practices
- Knowledge of assessment and evaluation practices
- Subject/curriculum/content knowledge in early learning/primary setting
- Excellent organizational and communication skills
- Knowledge of and experience working with First Nation children
- Familiar with literacy and numeracy initiatives
- Understanding of current Early Learning approaches

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Abilities:

- Ability to create an engaging and effective learning environment
- Demonstrated ability to work collaboratively with all staff
- Strong appreciation of, and empathy with, the needs of children
- Exhibits a high degree of initiative and self-direction

Personal Suitability:

- Appreciates the need for ongoing communication with students and parents
- Appreciation for ongoing professional learning
- Experience with and/or commitment to School Success/Improvement Plans
- An appreciation of the language and culture of the First Nation

TERMS OF EMPLOYMENT:

This is Full Time Permanent position beginning immediately. Annual salary range for this position is \$40,466 to \$44,962 based on a 39.5 hour work week.

APPLICATION:

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APPLICATION FOR EMPLOYMENT

POSITION BEING APPLIED FOR:

PERSONAL DATA:

CERTIFICATE OF INDIAN STATUS NUMBER: _____
(IF APPLICABLE)

LAST NAME	GIVEN NAME(S)
PRESENT ADDRESS (INCLUDING POSTAL CODE)	
HOME TELEPHONE:	ALERNATIVE PHONE:

EDUCATION

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

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

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ELABORATE ON THE FACTUAL MATERIALS ALREADY PRESENTED AND SHOW HOW THIS EXPERIENCE IS RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT A FALSE STATEMENT MAY BE CAUSED FOR DENIAL OR IMMEDIATE TERMINATION OF EMPLOYMENT.

 SIGNATURE

 DATE

EMPLOYMENT REFERENCES

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER