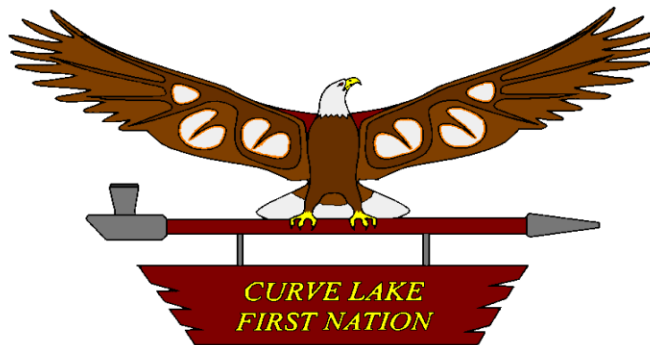


# **SPECIAL NEWSLETTER**

Thursday December 22, 2016



**CURVE LAKE FIRST NATION**

**EMPLOYMENT OPPORTUNITIES**

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
www.curvelakefirstnation.ca

**Posted: December 16, 2016**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

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

### **ECONOMIC DEVELOPMENT COORDINATOR**

#### **DUTIES:**

- Facilitate community and economic development planning
- Promote the community in order to expand economic development opportunities
- Identify opportunities for community economic development projects and initiatives
- Act as a liaison between local organizations, businesses, individuals and representatives of government, business and industry concerning economic development
- Secure funding for economic development activities and programs
- Prepare proposals for funding to support community economic development
- Manage Curve Lake First Nation's economic development commercial and institutional rentals

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

#### **Education**

- A Post-Secondary Degree or Diploma in Economics, Business Administration, Commerce or Public Administration *or*
- Professional Aboriginal Economic Developer Certification *or*
- Equivalent experience amounting to three (3) years of experience in Economic Development with a proven record of success

#### **RATED REQUIREMENTS:**

##### **Knowledge:**

- Knowledge of the Economic Development Department services of Curve Lake First Nation
- Comprehensive computer software knowledge including word processing, spreadsheet, presentation, database and electronic mail software
- Excellent knowledge of education, and economic funding agreements or principles to maximize access to funding

##### **Skills & Abilities:**

- Ability to develop and interpret complex rules and contract language
- Ability to work extensively with clients and external agencies
- Strong interpersonal and government/private industry relations skills
- Demonstrated written and oral communications skills to prepare proposals for a variety of economic development initiatives for submissions to public and private funding sources

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#### **Personal Suitability:**

- Proven leadership skills working on economic development, business development and/or venture development
- Proven track record building and developing successful teams

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

This is Full-Time Permanent position beginning immediately. Annual salary range for this position is \$45,984 to \$51,093 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.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone numbers 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 January 6, 2017 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 Canadian Police Information Check (CPIC) prior to commencing work.**



**Posted: December 16, 2016**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

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

### **HEALTH PROMOTION WORKER**

#### **SCOPE OF THE POSITION:**

Appointed as the Health Promotion Worker, this position is responsible for improving the long term health aspects of Curve Lake First Nation children and families by providing opportunities for the healthy development of children through service coordination and program implementation. This position also acts as the Band Representative representing the interests of the First Nation in dealing with Curve Lake First Nation children in care. The position works within the administrative policies and procedures established by Chief and Council and directed by the Manager of Health and Family Services.

#### **DUTIES:**

- Provide programming promoting healthy lifestyle choices for children and families
- Develop and facilitate community information sessions/workshops
- Provide access to resources promoting healthy child development
- Collaborate with other community based support services within the First Nation
- Follow-up with Family Court as it pertains to off reserve child protection matters

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

#### **Education:**

- A diploma in Development Services or related field with minimum 2 years related work experience

#### **Other Requirements:**

- Knowledge and understanding of Aboriginal history and culture
- Must be willing to take Band Representative training
- Must be willing to work a flexible work schedule
- Current First Aid & CPR
- Valid driver's license

#### **RATED REQUIREMENTS:**

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

- Knowledge of programs and services offered by Curve Lake First Nation Health Centre
- Possess strong group facilitation skills
- High level of organization, written and communication skills
- Knowledge of work plan and proposal writing

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#### **Abilities:**

- Ability to work and participate as a team member with health and social services staff to improve the overall health and wellness of the community
- Demonstrated ability to develop and deliver information sessions and workshops
- Ability to research and develop programming
- Ability to establish supportive, positive relationships with community members

#### **Personal Suitability:**

- Must be willing to take Band Representative training
- Must have a high respect for confidentiality
- Must be willing to work flexible hours (inclusive of evenings and weekends)
- Must demonstrate a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

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

This is full time permanent position beginning immediately. Annual salary range for this position is \$39,730 to \$44,144 based on a 39.5 hour work week.

#### **APPLICATION:**

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**Posted: December 22, 2016**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

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

### **POLICY AND PLANNING OFFICER**

#### **DUTIES:**

- Leads in the development and review of current policies and guidelines, and coordinates the implementation and integration into departmental operations of the First Nation.
- Conducts research and analysis to support the review or development of policy methodology, standards and guidelines to identify and remain current on legislation, policies, and best practices.
- Provide proactive direction and approaches for addressing and/or informing on applicable issues and priorities.
- Prepares presentations and briefing materials for Chief & Council and General Manager.
- Leads team members in projects or undertakings such as meetings, workshops or conferences, and be responsible for planning, organizing and supervising the execution of initiatives.
- Identify and assess training needs to plan/develop training materials and sessions.

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

#### **Education:**

- A degree from a recognized post-secondary institution with minimum of three years management or supervisory experience
- Minimum of two years of policy and planning experience

#### **RATED REQUIREMENTS:**

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

- Knowledge of current Federal and Provincial legislation, policy and programs that impact First Nation communities
- Knowledge of First Nations cultural history, values and protocol
- Excellent oral and written communications skills
- Excellent time management skills
- High level of computer skills

##### **Abilities:**

- Demonstrated ability to lead initiatives
- Ability to prioritize, multi-task and meet deadlines

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### **Personal Suitability:**

- Must have a high respect for confidentiality
- Exhibit a high degree of initiative and self-direction
- Well-developed interpersonal skills; works in a positive and cooperative manner
- Ability to work with tact and discretion, to exhibit high level public relations and good project management skills

### **TERMS OF EMPLOYMENT:**

This is full time permanent position beginning immediately. Annual salary range for this position is \$55,916 to \$62,129 based on a 39.5 hour work week.

### **APPLICATION:**

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**Posted: December 22, 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 **Permanent Full Time** position:

### **HOUSING COORDINATOR**

#### **DUTIES:**

- Negotiate with representatives of outside agencies i.e. government, financial institutions, for funding or program delivery changes
- Review and evaluate programs and policies for effectiveness
- Establish and administrate a financial management software program that will effectively track the operations of separate housing programs
- Investigate complaints, compile information and recommend solutions to Committee and/or complainant
- Monitor expenditures to ensure they are within budget
- Ensure all programs are delivered efficiently and effectively
- 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 *or*
- A College diploma in Business Administration or related discipline with minimum five years related work experience including supervisory responsibilities

#### **Other:**

- Proof of valid driver's license
- Indication of use of reliable transportation
- Completed application form, cover letter, resume and required documentation to verify education requirement

#### **RATED REQUIREMENTS:**

#### **Knowledge:**

- 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



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- Highly self-motivated, work independently, ability to conceptualize, research and develop programs, policies or procedures
- Possess a working knowledge of mortgages, loans and interest calculations
- Thorough understanding of the current state of housing and related issues for First Nation communities

#### **Skills & Abilities:**

- Project planning & management skills
- Exceptional time management skills
- Excellent interpersonal skills
- Exceptional organization skills and attention to detail
- Possess excellent computer skills including Microsoft Word, Excel, Access and PowerPoint

#### **Personal Suitability:**

- Understanding of Aboriginal culture and protocols
- Strong decision making and problem solving skills
- Ability to apply innovation in problem solving

#### **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:**

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**Posted: December 22, 2016**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

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

### **GAMING REVENUE FUND (GRF) ADMINISTRATOR**

#### **DUTIES:**

- Familiarizing potential applicants with the GRF application process and provide assistance/support
- Reports client information to the GRF Committee for review
- Provide support to Council and Committee on the funding decisions
- Prepare communications to the community on a regular basis
- Process and monitor grant payments
- Prepare accounts payable, deposits and monthly reconciliations
- Maintain proper financial documents for files and annual audit

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

#### **Education:**

- University degree in a business related field or
- College diploma in a business related field

#### **RATED REQUIREMENTS:**

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

- Extensive knowledge of software applications such as word processing, spreadsheets and database management
- Possess an understanding of accounting processes and procedures
- Excellent oral and written communications skills
- Excellent time management skills
- High level of computer skills

##### **Abilities:**

- Ability to work independently and in a team setting
- Ability to prioritize, multi-task and meet deadlines

##### **Personal Suitability:**

- Excellent interpersonal skills
- Must have a high respect for confidentiality
- Exhibit a high degree of initiative and self-direction

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## **TERMS OF EMPLOYMENT:**

This is full time permanent position beginning immediately. Annual salary range for this position is \$38,626 to \$42,918 based on a 39.5 hour work week.

## **APPLICATION:**

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**Posted: December 22, 2016**  
**Level II**

## **EMPLOYMENT OPPORTUNITY**

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

### **WASTE TRANSFER STATION OPERATOR**

#### **DUTIES:**

- Maintains the Transfer Station Site in a safe and orderly fashion
- Assists in the collection of waste and recyclables during regularly scheduled collection times
- Actively monitors, maintains daily logs and provides reports on the volume of waste being deposited at the Transfer Station and any associated trends
- Performs a wide variety of general labour/property maintenance services and may require the operation of heavy equipment
- Responsible for adherence to Occupational Health and Safety procedures
- Performs such other related duties as may reasonably be required by the Public Works Foreman

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

#### **Education:**

- Completion of Grade 12 **(MUST PROVIDE PROOF)**
- Basic CPR / First Aid Certificate
- Valid Class "DZ" drivers license and clean driving record
- WHIMIS Certification or willing to complete training as required

#### **RATED REQUIREMENTS:**

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

- Knowledge and understanding of Occupational Health and Safety in a workplace environment
- Knowledge of Curve Lake First Nation Government Services Policy and Procedures

##### **Abilities:**

- Ability to operate and maintain (small engine) operating equipment
- Possess good oral and written communication skills
- Good public relation skills
- Ability to multi-task and meet deadlines

##### **Personal Suitability:**

- High respect for confidentiality
- Exhibits a high degree of initiative and self-direction

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- Must be punctual and dependable
- Must demonstrate professionalism throughout the performance of duties
- Must be in good physical condition

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

This is Part Time Permanent position beginning immediately. Annual salary range for this position is \$14,901 to \$16,556 based on a 20 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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