

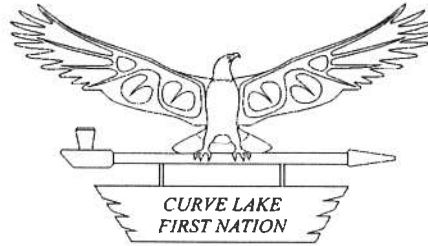
SPECIAL  
NEWSLETTER  
TUESDAY MAY 22, 2013



CURVE LAKE FIRST NATION  
2013  
SUMMER STUDENT  
EMPLOYMENT  
OPPORTUNITIES!!



GOVERNMENT SERVICES BUILDING  
AND CULTURAL CENTRE



PHONE (705) 657-8045  
FAX (705) 657-8708

Date Posted: May 22, 2013

**APPLICATION DEADLINE IS:  
4:00 PM on Wednesday June 5, 2013**

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:**

**2013 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.

<u>Government Services Building &amp; Cultural Centre (SBC)</u>	<u>Day Care Centre</u>	<u>Employment &amp; Training</u>	<u>Public Works</u>	<u>Health Centre</u>
1 Receptionist / Office Clerk	3 Playroom Assistants	1 Summer Student Coordinator	2 Public Works Assistant	1 Day Camp Supervisor
1 Pow Wow Assistant	1 Island Worker/Cook			2 Day Camp Leader
1 Cultural Assistant				1 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](mailto:employmentofficer@curvelakefn.ca) OR [clemploy@persona.ca](mailto:clemploy@persona.ca)**

## 2013 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 2012/2013** academic year and **returning to school in the 2013/2014** 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 **six to 8 weeks** beginning July 2, 2013 for all summer students.

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

The rate of pay will be \$10.25 per hour for students and \$11.50 per hour for Student Coordinator and Senior Health Program Assistant.

There are two positions (Pow Wow Assistant and Cultural Centre Assistant) that are funded by National Child Benefit (NCB) Program. The NCB program criteria stipulate that this funding must be used for low income family who reside on reserve. Please **provide a Statement of Income** for entire household with your application for these positions.

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.

## 2013 Summer Student Positions at CLFN

### Application Procedure:

CLFN 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](mailto:employmentofficer@curvelakefn.ca) OR [clemploy@persona.ca](mailto:clemploy@persona.ca)

### A complete Application Package consists of:

- Cover Letter indicating which position you are applying for
- Completed CLFN Application Form
- Completed Student Employment Basic Information Form
- **CPIC ◀NEW this year!** Must be attached to application or proof of receipt that application has been made. Successful candidates will be reimbursed.
- Current Resume
- Copies of supporting documentation – such as First Aid Certificate, Boater's Card, etc. Copies or other form of written verification must be included – otherwise the applicant will be screened out.
- 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  
Fax 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 Wednesday June 5, 2013.**

**DEADLINE FOR ALL SUMMER STUDENT APPLICATION IS Wednesday June 5, 2013 at 4:00 pm. LATE APPLICATIONS WILL NOT BE CONSIDERED.**

- All Summer Student Interviews are scheduled to be held in the evenings during the week of June 10<sup>th</sup> to 14<sup>th</sup>, 2013 at the Government Services Building.

**CLFN Summer Student Opportunity – 2013  
Summer Student Coordinator - (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.
- First Aid and CPR certification is an asset.
- 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.
- **The successful candidate must provide a completed criminal reference check (CPIC) and must be eligible for work in Canada.**

**Education:**

- Secondary or Post-Secondary – Post Secondary Student is preferred.

**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.
- Ensures students are meeting goals as set out by their supervisors 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.
- Assist in Curve Lake Day Camp activities when necessary.
- Performs other duties as assigned.

**Reports to:**

Employment Officer/Assistant Employment Officer

**Term of Position:**

**July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013**

**Rate of Pay:**

**\$11.50/hour - In accordance to minimum wage guidelines**

**CLFN Summer Student Opportunity – 2013  
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.
- Student must be mature, energetic, reliable and show initiative.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) 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 behaviour of a responsible exemplary nature.

**Reports to:** Health & Family Services – Youth Worker

**Terms of Position:** July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013

**Rate of Pay:** \$10.25/hour – In accordance with minimum wage guidelines

## **CLFN Summer Student Opportunity - 2013 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.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) 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:**

Health & Family Services Department – Youth Worker

### **Term of Position:**

**July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013**

### **Rate of Pay:**

**\$10.25/hour – In accordance with minimum wage guidelines**



**CLFN Summer Student Opportunity - 2013  
Receptionist/Office Clerk – (1) Position**

- (1) – Government Services Building**
- (1) – Health & Family 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.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) 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 at the Government Services Building and/or  
Receptionist at the Health Services Building and other Administration  
Staff at either location.

**Term of Position:**

**July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013**

**Rate of Pay:**

**\$10.25/hour – In accordance with minimum wage guidelines**

**CLFN Summer Student Opportunity - 2013  
Pow Wow 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 15 and 30.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) and must be eligible for work in Canada.**
- **The successful candidate must live on the Curve Lake First Nation.**
- **Parent(s) or Guardian(s) must have low-income status for student, including Ontario Works and Ontario Disability to qualify for this position as required by the funder of this position.** Please include a **Statement of Income** for the entire household with application package.

**Education:**

- Secondary or Post-Secondary Education.

**Duties:**

- Assists the Curve Lake First Nation Pow Wow Committee with the coordination of the Pow Wow
- Assists with the information packages for the vendors/exhibitors, dancers, drummers, etc.
- Assist with the 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.
- Other related duties as assigned.

**Reports to:**

Cultural Archivist – Cultural Centre and Pow Wow Committee

**Term of Position:**

**July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013**

**Rate of Pay:**

**\$10.25/hour – In accordance with minimum wage guidelines**

**CLFN Summer Student Opportunity - 2013  
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 15 and 30.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) and must be eligible for work in Canada.**
- **The successful candidate must live on the Curve Lake First Nation.**
- **Parent(s) or Guardian(s) must have low-income status for student, including Ontario Works and Ontario Disability to qualify for this position as required by the funder of this position.** Please include a **Statement of Income** for the entire household with application package.

**Education:** 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
- Provide support duties to the Curve Lake First Nation Pow Wow committee
- 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
- Responsible for the effective delivery of the centre's tours to school groups and outside organizations
- To attend meetings and support the Elders Advisory Committee in any other duties deemed necessary

**Reports to:** Cultural Outreach Coordinator

**Term of Position:** July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013

**Rate of Pay:** \$10.25/hour – In accordance with minimum wage guidelines

**CLFN Summer Student Opportunity - 2013  
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.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) and must be eligible for work in Canada.**

**Education:**

- Secondary or Post-Secondary Education.

**Duties:**

- WHMIS and work place health and safety standards are an asset.
- Driver's license is an asset.
- Must be able to work with little or no supervision.
- Certified safety boots and other safety equipment are required.
- 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.

**Reports to:**

Public Works Coordinator and Public Works Staff

**Term of Position:**

**July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013**

**Rate of Pay:**

**\$10.25/hour – In accordance with minimum wage guideline**

**CLFN Summer Student Opportunity - 2013  
Day Care Playroom Assistant – (3) 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.
- First Aid and CPR Certification is an asset.
- **Must have medical certification of up-to-date immunization – form is available at the Employment Resource Centre and Government Services Building.**
- **The successful candidate must provide a completed criminal reference check (CPIC) 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 Supervisor/Administration and ECE Staff

**Term of Position:**

**July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013**

**Rate of Pay:**

**\$10.25/hour – In accordance with minimum wage guidelines**

**CLFN Summer Student Opportunity - 2013  
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**)
- First Aid and CPR Certification is an asset.
- Student must be mature, energetic, and reliable and show initiative.
- **The successful candidate must provide a completed criminal reference check (CPIC) and must be eligible for work in Canada.**
- **The successful candidate must live on the Curve Lake First Nation.**

**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.
- 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.
- Certified safety boots and safety equipment are required.
- Will assist in other duties as required.

**Reports to:** Day Care Supervisor and ECE Staff

**Term of Position:** July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013

**Rate of Pay:** \$10.25/hour – In accordance with minimum wage guideline

**CLFN Summer Student Opportunity – 2013  
Health Program Support Worker – 1 Position**

**Eligibility:**

- Must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall of 2011 in a Health Related Program
- Student must be a status member of the Curve Lake First Nation.
- Student must be between the ages of 15 and 30.
- Mature student is preferred.
- First Aid and CPR Certification is an asset.
- **The successful candidate must provide a completed criminal reference check (CPIC) and must be eligible for work.**

**Education:**

- Returning to Post-Secondary Education in Health Related Program (Nursing, Physician, Dentistry, Personal Support Worker, Therapist, Nutritionist, etc.) or Entering Health Related Program in the Fall of 2011. (Must show proof of acceptance to Institution).

**Duties:**

- To assist the Mental Health Services & NNDAP Worker with the development and implementation of community wellness 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 wholistic health and well being
- Any other related duties as required.

**Reports to:** Health & Family Services Manager

**Term of Position:** July 2<sup>nd</sup> – July 5<sup>th</sup>, 2013 - Training (1<sup>st</sup> week – Training /Workshops)  
July 8<sup>th</sup> – August 23<sup>rd</sup>, 2013

**Rate of Pay:** \$11.50/hourly 18 years and older