



Posted: September 24, 2021
Internal/External

EMPLOYMENT OPPORTUNITY

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

COMMITTEE SECRETARY

Duties and Responsibilities:

- Serve as the main point of contact for members applying to Committees of Council
- Compile all committee applications for review and acceptance by Chief and Council
- Draft correspondence to applicants for portfolio Councillor signature regarding acceptance/denial of application
- Plan, organize and attend all Committee of Council meetings to take minutes, distribute agendas and reports, draft motions/resolutions, etc.
- Send reminders and meeting materials to committee members in advance of committee meetings
- Plan, organize and attend community meetings related to committees and prepare minutes for distribution
- Record and maintain records of committee attendance, providing quarterly summaries to the Executive Assistant
- Maintain copies of all past, present and future committee minutes and ensures their accuracy
- Provide approved minutes to the Executive Assistant for inclusion in Council meeting packages in a timely manner
- Serve as back-up to the Executive Assistant to Chief and Council with respect to Council meetings in their absence, including the preparation, copying and distribution of agendas and reports, drafting of motions/resolutions in preparation for meetings, preparation of minutes, etc.
- Attend and provide administrative assistance at community meetings as determined by the Executive Assistant
- Prepare cheque requisitions for Chief and Council for Executive Assistant approval
- Prepare cheque requisitions for committee member meeting attendance for Executive Assistant approval

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education and Experience:

- Graduation from a post-secondary program in office administration
- Experience preparing minutes preferred

RATED REQUIREMENTS:

Knowledge:

- Knowledge of Microsoft Office programs
- Good knowledge of office practices
- Thorough and current knowledge of the services, history and traditions of the Curve Lake First Nation
- Working knowledge of the legislation, policies and procedures that impact First Nations

Skills and Abilities:

- High level secretarial skills
- High level computer and word processing skills

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- Good communication skills
- Excellent organizational skills
- Good public relations skills
- Ability to manage multiple and conflicting priorities in a busy work environment
- Ability to work with tact and discretion in political and personal environment
- Ability to work non-standard hours in order to attend committee meetings

Personal Suitability:

- Appreciates the confidential nature of the position
- Displays initiative with a strong desire to work
- High-level appreciation of First Nation issues

TERMS OF EMPLOYMENT:

This is a permanent full time position beginning immediately. Annual salary for this position is \$35,306 to \$38,444 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 the Government Services Building Receptionist to the attention of:

Human Resources
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday October 15, 2021 at 12:00 (Noon)

If submitting in person, it is the responsibility of the Applicant to ensure their application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. **Please note, interviews could be held over a virtual meeting platform to ensure physical distancing measures are in place.**

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.



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EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following positions:

CUSTODIAN

- 1. O'shkiigmong Early Learning Centre – Part-time Term (20 hours a week)**
- 2. Curve Lake First Nation School – Part-time Term (20 hours a week)**

Duties:

- Provides cleaning and maintenance services for the O'shkiigmong Early Learning Centre or Curve Lake First Nation School properties and buildings including but not limited to the care and cleaning of all surfaces and service facilities, waste collection and disposal, window washing, painting and minor repairs
- Provides outside maintenance of grounds, gardens, parking lots, ramps, steps and sidewalks on a year round basis including but not limited to grass cutting, raking, litter/garbage collection and disposal, snow shoveling, snow removal and sanding/salting
- Services and repairs equipment
- Performs such other related duties as may reasonable be required by the O'shkiigmong Early Learning Centre Coordinator or Curve Lake First Nation School Principal

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

Education & Experience:

- Ontario Secondary School Graduation with minimum of two years related experience in a maintenance /custodial environment

Other:

- Current First Aid and CPR Certification

RATED REQUIREMENTS:

Knowledge/Skills:

- Familiarity with the O'shkiigmong Early Learning Centre and/or Curve Lake First Nation School operation and services
- Knowledge of cleaning and maintenance procedures
- Good communication skills, both written and oral
- Good public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach to the public

Abilities:



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- Ability to maintain and make minor repairs to operating equipment
- Ability to operate cleaning, and snow removal equipment
- Demonstrates initiative, good judgement and is in good physical condition

Personal Suitability:

- Must have a high respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- Willing to work flexible hours
- Must be punctual/dependable with a strong desire to work

TERMS OF EMPLOYMENT:

The Part-time Term positions begin immediately.

Annual salary range for the positions is \$17,825.60 to \$19,416.80 based on a 20-hour work week. (17.14-18.67 hourly range)

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 the Government Services Building Receptionist to the attention of:

Louise Musgrave, Education Manager
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0 Phone (705) 657-8045 Fax (705) 657-8708
louisem@curvelake.ca

Deadline for Applications: October 15, 2021, 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) with Police Vulnerable Sector Check (PVSC) prior to commencing work.



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EMPLOYMENT OPPORTUNITY

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

IT SUPPORT ASSISTANT

Duties:

- Resolve end-user IT issues, such as password reset, software questions, PC hardware problems, Internet connectivity, etc.;
- Connect with different departments to identify IT improvement opportunities
- Provide one-on-one end-user support and problem resolution via telephone, e-mail and other vehicles of communication.
- Analyze, troubleshoot, isolate, diagnose to identify defective equipment and resolve network issues.
- Administer desktop computers, laptops, printers, switches, smartboards, netbooks, audio visual equipment, smartphones, interactive displays, software deployment, upgrades, security updates and patches.
- Assist IT Support with software development, data backup, and disaster recovery system management
- Remove and destroy storage media such as hard drives, CD's, DVDs, USB's and external drives.
- Assist IT Support with cheque requisitions, and other administrative tasks.
- Recognize and escalate deeper and more complex issues to Tier 2 support technicians;
- Responsible for managing and maintaining all network printer systems wide at all buildings including calling service technicians and ordering ink.
- Assist PC and network technicians by troubleshooting software, hardware, and network issues;
- Where necessary, assist network technicians in installing network interface cards, hubs, switches, network cabling;
- Assist IT Support with tracking and submitting asset list information for laptops, desktops, servers, etc.
- Always maintain a high degree of professionalism, courteousness, and friendliness.

Qualifications: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education/Experience:

- College Diploma in Computer Sciences preferred, prior experience in IT Support
- Prior experience within a First Nation or Aboriginal organization preferred

RATED REQUIREMENTS:

Knowledge:

- Knowledge of Microsoft Windows 10 Pro & Microsoft Office 2016
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation

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Skills/Abilities:

- Excellent problem solving skills and judgment capabilities
- Ability to communicate clearly, both written and orally, as to communicate with employees and in group presentations and meetings
- Ability to multi-task, keep organized, develop work plans and ensure accountability

Personal Suitability:

- Strong appreciation of the need for confidentiality, tact and discretion with all staff
- Adept at problem-solving, including being able to identify issues and resolve problems in a timely manner
- Organized, accurate, thorough, and able to monitor work for quality
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

TERMS OF EMPLOYMENT:

This is a Perm full time position beginning ASAP. Annual salary for this position is \$39,270 to \$42,760 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.

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Human Resources
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday October 15, 2021 at 12:00 (Noon)

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While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.

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EMPLOYMENT OPPORTUNITY

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

PERSONAL SUPPORT WORKER

Duties:

- Providing personal care, light housekeeping and meal preparation
- Promoting independence in activities of daily living for clients
- Monitor client well-being and reports on health and other personal care issues that arise
- Effective verbal and written communication with residents, family, supervisors and service providers
- Available to work flexible hours including evenings and weekends

Qualifications: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education:

- Personal Support Worker Diploma

Other:

- Experience in the Health Care profession would be an asset
- Current First Aid and CPR Certificate

RATED REQUIREMENTS:

Knowledge:

- Familiarity with the operation and services of the Home and Community Care and Homemakers programs

Skills/Abilities:

- Strong appreciation of and empathy with the needs of our Elders
- Sensitivity to First Nation issues
- Good oral and written communication skills
- Ability to work independently as well as working in a group setting

Personal Suitability:

- High respect for confidentiality
- Willing to work days, evenings and weekends as required
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work
- Must be a team player

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TERMS OF EMPLOYMENT:

This is a permanent part time position beginning immediately. Hourly rate for this position is \$18.71/hour based on a 20 hour work week (with possibility of up to 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) 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 the Government Services Building Receptionist to the attention of below and please indicate which posting you are applying for on the envelope :

Human Resources
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday October 15, 2021 at 12:00 (Noon)

If submitting in person, it is the responsibility of the Applicant to ensure their application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. **Please note, interviews could be held over a virtual meeting platform to ensure physical distancing measures are in place.**

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.

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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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Curve Lake First Nation Casual List

If you are interested in working Casual hours for any of the following positions with Curve Lake First Nation, please **complete the following Casual Form and submit along with your Resume and CPIC** to Reception at the Curve Lake First Nation Government Services Building.

Applicant Name: _____ Primary Number: _____

Alternate Number: _____

Address: _____

Mailing Address: _____
(if different)

Please check the areas you are interested in:

Government Services Building:

Reception: _____ Custodian: _____ Support Staff: _____

Health Centre:

Reception: _____ Custodian: _____ Support Staff: _____

Early Learning Centre:

Support Staff for ECE: _____ Custodian: _____ Cook: _____

Senior Services:

Support Staff: _____ HCC Home Maintenance: _____

Public Works:

Support Staff: _____

Once the (1) Casual Form, (2) Resume and (3) CPIC have been received and reviewed, Human Resources will issue the necessary paperwork for individuals to work Casual hours. This paperwork must be completed and handed in prior to working.

Depending on the department you are interested in, you may be working with children, seniors or there may be some heavy lifting. Therefore, if called upon as a Casual, you will require any documentation that pertains to the position as per the Curve Lake First Nation Human Resources Management Manual (e.g. Medical Certificate, Drivers License).

A **Criminal Reference Check** (within 6 months) is required to work at the Government Services Building and Public Works. A **Vulnerable Sector Check** (within 6 months) is required to work at the Health Centre, Early Learning Centre, School and Senior Services. **Casuals may be contracted for up to 30 days at a time.**

Priority will be given to Curve Lake First Nation Members