



Posted: Jan 18th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following one year contract (39.5 Hours/Week) position.

TASSS Education Officer Government Services Building

SCOPE OF POSITION:

- To deliver educational and counseling programs and services within the administrative policies and procedures established by the General Manager and as directed by the Education Manager.
- To develop and deliver the Curve Lake First Nation's support programs and services for students at TASSS
- To develop and deliver academic tutoring/support, career development and personal counseling programs for TASSS students

DUTIES:

1. Academic Counseling/Tutoring

- Responsible for monitoring progress for all Curve Lake First Nation students
- Assisting students with tutoring and provision of any academic assistance as required
- Assists students in collecting missed work
- Provide a more culturally comfortable learning environment
- Communicate with teachers on the progress of Curve Lake students
- Communicate with students/parents on issues and progress when necessary
- Attend lessons when necessary
- Track the progress of students who have expressed special needs
- Represents CLFN students at TASSS student success meetings
- Works with the CLFN Youth Support Worker to deliver social/emotional support services for students
- Work with the CLFN Post-Secondary Officer to assist students in the transition to secondary programs and in the preparation for graduation with the goals for achieving entrance to post-secondary programs

2. Career Development and Counseling

- Responsible for providing career counseling and identifying/developing career paths with clients at the secondary levels
- Responsible for organizing and conducting job search courses.



3. Personal Development and Counseling

- Responsible for providing personal counseling for students or for making referrals to appropriate agencies or departments
- Assists out-of-district students in their transition to the area and monitors and assists them in their progress

4. Other

- Maintains CLFN Resource Room
- Assists in the acquisition of funding and other services on behalf of students and monitors and assists them in the process (i.e. school trips, extra-curricular activities, sports and snack program)
- Performs other such duties as may be reasonably required by the Education Manager

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

Education

- A Post- Secondary Program related to Education/Native Counseling Training or related work experience

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Understanding of math and literacy skills curriculum for grades 7 – 12
- Familiarity with youth, especially intermediate and secondary students
- Good knowledge of education and community support services; experience in teaching/tutoring and career counseling is recommended
- Sensitivity to Native issues
- Exhibits a high degree of initiative and self direction; good analytical, organizational, and communications skills
- Good background in research; ability to conceptualize; high-level computer skills
- Excellent group facilitation skills
- Ability to work with tact and discretion; good public relations skills; good project management skills

Personal Suitability:

- Be honest and trustworthy
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation
- Be flexible
- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

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22 Winookeeda Street
Curve Lake, Ontario K0L1R0



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www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is Full-Time one year contract beginning immediately. Annual salary range for this position is \$44, 432 to \$48, 381 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 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:

Agnieszka Mlynarz
Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 ext. 205 Fax (705) 657-8708

AgnieszkaM@curvelake.ca

Deadline for Applications: Friday, January 28th by 12:00 pm (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) with Police Vulnerable Sector Check (PVSC) prior to commencing work.