

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: March 9th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

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

CUSTODIAN **Education Building**

Duties:

- Provides cleaning and maintenance services for the Education Building 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 Education Director

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 Education Department 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:

- 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

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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:

This is Part Time Permanent position beginning immediately. Annual salary range for this position is \$17,829 to \$19,018 based on a 20 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:

Agnieszka Mlynarz, Human Resources Coordinator
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, March 18th, 2022 @ 12:00 pm (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 will be held over a virtual meeting platform to ensure physical distancing measures are in place.**

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.

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.

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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 Full Time** position:

RECEPTION – HEALTH AND FAMILY SERVICES

Duties:

- Responds to telephone and personal enquiries by providing factual information, or directing the questioner to the appropriate staff
- Provides secretarial services, transcribes, types and files correspondence, memoranda, minutes, agendas and reports as required
- Prepares draft correspondence, memoranda and reports, from notes, or on own as required
- Photocopies, sends and receives fax messages
- Assists in arranging meetings and scheduling interviews

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

Education & Experience:

- Graduation from a secondary program with an OSSD, with working knowledge of office practices, experience with use of office equipment and multi-line telephone systems;
- Working knowledge of Health and Social Services procedures, and the legislation, policies and procedures that impact on First Nation Health and Family Services

RATED REQUIREMENTS:

Knowledge/Skills:

- High level computer and word processing skills
- High level of organizational, written and verbal communication skills
- Displays initiative and strong interpersonal skills
- Good communication and public/staff relations skills
- High-level organizational and analytical skills
- Good knowledge of office practices
- Working knowledge of issues facing First Nations people in a health environment
- Knowledge of Curve Lake First Nation Health department operation and services

Abilities:

- Ability to work within a team setting
- Ability to develop and maintain filing systems
- Ability to work within specified deadlines, interruptions and peak workloads

Personal Suitability:

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- Good sense of initiative
- Appreciation of the need for a positive, cheerful and informed approach with the public
- Punctual and reliable
- Good public relations, including an appreciation of the need for confidentiality, tact and discretion
- Use of the Ojibwe language an asset

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning immediately. Annual salary range for this position is \$35,306 to \$38,444 based on a 39.5 hour work week.

APPLICATION:

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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.

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 Resources Manual, applications are now being accepted for the following one year contract, Full Time Term (39.5 Hours/Week) position.

YOUTH WORKER Health and Family Services

SCOPE OF POSITION:

To assist in the provision of, and access to, recreational, developmental, and family support programs and services within the administrative policies and procedures established by the Curve Lake Chief and Council.

DUTIES:

The duties and responsibilities of this position are categorized into two main functions:

Youth Programs and Services

- Provides leadership in the provision of recreational and developmental programs and services
- Ensures that programs and services are conducted in a manner that promotes safety and well being
- Understand conflict resolution and its applications
- Consults with the youth and parent population to determine programs and activities that enable greatest participation
- Build positive relationships, rapport with youth to encourage healthy lifestyles
- Reinforce conflict resolution, positive communication, and respectful interaction
- Delivers program discussions individually, or in groups, using a variety of facilitation methods, creativity and accurate information
- Mentors and guides youth to encourage positive social behaviors
- Provides leadership in ensuring the availability of, and access to, protective, family/youth support programs and services
- Responsible for ensuring representation and interests of youth in public forums and public agency processes

- Responsible for assisting in the operation of Curve Lake First Nation facilities for community programs
- Responsible for assisting in the development and maintenance of youth related documentation and files
- Attend appropriate staff training sessions, external agency meetings, team and staff meetings, youth related committees and social functions where youth are involved
- Work with parents and other community groups as required
- Responsible for assisting in the development of grant applications and the annual operating budget for the delivery of youth programs and services, and for the monitoring of same
- Appreciation for the traditional teachings, social and cultural gatherings related

Other

- Performs such other related duties as may reasonably be required by the Manager of Health & Family Services

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

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Education

Graduation from a Post Secondary Program in Social Work, Recreation Services, Child Welfare, or Early Childhood Education

RATED REQUIREMENTS:

Knowledge:

- Excellent working knowledge of and commitment to programs and services for young people
- A solid understanding of the issues associated with negative social behaviors of youth
- Knowledge of positive alternative activities, and interests of the youth population
- Knowledge of Mental Health Strategies in dealing with First Nation Youth
- Working knowledge of computer programs for administrative purposes

Skills & Abilities

- Ability to communicate in Anishinaabe language considered an asset
- Exhibits a high degree of initiative and self-direction; good analytical, organizational, and communication skills;
- Excellent public relations skills, including an appreciation of the need for tact, discretion and a positive, cheerful, and informed approach worth the public;

Personal Suitability:

- A positive role model for life and social skills; understanding of Curve Lake First Nation culture and traditional practices
- Well-developed interpersonal skills; strong interest in the wellbeing and development of young people
- High level appreciation of Native issues

TERMS OF EMPLOYMENT:

This is a Full-Time 1 year contract position beginning immediately. Annual salary range for this position is \$43, 409 to \$46,876 on a 39.5 hour work week.

APPLICATION:

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Or by email: recruitment@curvelake.ca

Deadline for Applications: March 18th, 2022 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.

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