

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: April 5th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Employment Policy, applications are now being accepted for the following permanent position.

EDUCATION OFFICER

The Curve Lake First Nation (CLFN) Education Officer will deliver educational programs and services within the administrative policies and procedures established by the Chief Operating Officer and as directed by the Director of Education. The Education Officer will deliver the Curve Lake First Nation support programs and services for one student who will attend TASSS in September 2022, deliver academic tutoring/support for the intermediate and secondary student in transition from Grade 8 to 9.

Duties:

1. Academic counselling/tutoring;
 - Assisting student with re-entering the school system by September 2022 on a part-time basis
 - Monitoring progress for the Curve Lake First Nation student attending TASSS
2. Career development and counselling;
 - Responsible for encouraging student to pursue interests that align with talent and skills
3. Works collaboratively with other organizations/departments to provide support services for student
 - Work as part of a multi-organizational team to reintegrate the student into in person school, providing support as needed and identified by the team
 - Works with the CLFN staff to ensure the student receives all supports required
4. Other
 - Will work out of the CLFN Resource Room at TASSS and in the community of CLFN as required
 - Will provide transportation to and from school to support a part-time schedule (travel to be compensated)
 - Performs other such duties as may be reasonably required by the Director of Education and the Provincial and Post-Secondary Coordinator

Qualifications: BASIC REQUIREMENTS: (APPLICANTS MUST SHOW NECESSARY PROOF WITH APPLICATION OR WILL BE AUTOMATICALLY SCREENED OUT)

Education:

- Grade Twelve Ontario Secondary School Diploma
- Post-secondary program related to Youth would be an asset

Rated Requirements:

Knowledge

- Knowledge of Math and Literacy skills curriculum grades 9-12
- Familiarity with youth, especially secondary students
- Knowledge of high needs students

Skills

- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment;

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- High degree of initiative and self-direction; good analytical, organizational and communication skills
- An appreciation of the language and culture of the Anishinaabe is required;

Personal Suitability:

The incumbent must maintain strict confidentiality in performing the duties of the Education Officer within the Curve Lake First Nation. The incumbent must also demonstrate the following personal attributes:

- Dynamic, creative and visionary
- Flexible
- Must demonstrate and ensure a high level of personal and professional conduct
- Works in the spirit of co-operation and teamwork with other staff (CLFN, TASSS)

Terms of Employment: This is a permanent position beginning immediately. The successful candidate will work through the summer, 2022 as required by the student. The salary range for this position is \$21.63 - \$24.04 per hour 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:

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 April 15th, 2022 @ 12:00pm (noon)

Please ensure 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.

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.