

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
www.curvelakefirstnation.ca

**Posted: May 6<sup>th</sup>, 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 **Permanent Part Time** position:

### **HOME MAINTENANCE WORKER** **Senior Services**

#### **Duties:**

- Responsible for cleaning and maintenance services in the Home and Community Care Program including but not limited to, general yard clean up, waste collection and disposal
- Responsible for outside maintenance of lawns, driveway and steps
- Responsible for minor services and repairs of equipment of Curve Lake First Nation
- Performs other related duties as required

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

#### **Education:**

- Ontario Secondary School Diploma or a minimum of two years related experience working in maintenance and / or custodial employment

#### **Other:**

- Ability to do physical work outdoors
- Valid driver's license and use of an insured vehicle
- Current First Aid and CPR Certificate is an asset

#### **RATED REQUIREMENTS:**

##### **Knowledge/Skills:**

- Familiarity with the operation and services of the Home & Community Care program
- 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
- Knowledge of and sensitivity to Ojibwe culture, and traditions

##### **Abilities:**

- Ability to operate, 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
- Ability to multi-task and meet deadlines

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**Personal Suitability:**

- Strong appreciation of, and empathy with, the needs of our Elders
- Must have a high respect for confidentiality
- Willing to work flexible hours
- Exhibits a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

**TERMS OF EMPLOYMENT:**

This is a Permanent Part Time position beginning immediately. Hourly rate for this position is \$17.55/hour to \$19.12/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](http://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 Assistant  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications:** Friday, May 13<sup>th</sup> 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 will be held over the GoToMeeting 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.