

CURVELAKE **FN** EMPLOYMENT!



The illustration features several characters: on the left, a man in a white shirt and blue pants stands next to a woman in a white shirt and blue pants who is pointing at a computer monitor. Another woman in a blue shirt is sitting at the computer. In the center, a woman in a yellow top and orange patterned pants is sitting on the floor, working on a laptop. On the right, a construction worker in a red hard hat and dark blue shirt is holding a red level. To his right are three gears in blue, yellow, and red. There are also some yellow exclamation marks and a green starburst.

We Are Hiring!

ADMINISTRATION

- **CHIEF FINANCIAL OFFICER**
- **IN HOUSE COUNSEL**
- **ARCHEOLOGY PROGRAM ADMINISTRATOR**
- **COMMUNICATIONS INTERN**

EDUCATION

- **PRIMARY TEACHER: KINDERGARTEN, GRADE TWO**
- **ADMINISTRATIVE ASSISTANT CLFN SCHOOL**
- **EDUCATIONAL ASSISTANT CLFN SCHOOL**
- **ENHANCED STAFF OELC**
- **REGISTERED EARLY CHILDHOOD EDUCATOR OELC**
- **CUSTODIAN CLFN SCHOOL**

HEALTH

- **SOCIAL SERVICES ADMINISTRATOR**
- **BAND REPRESENTATIVE**
- **CHILD PROTECTION WORKER**
- **COMMUNITY HEALTH REPRESENTATIVE**
- **YOUTH WORKER**
- **FOOD BANK COORDINATOR**
- **HOME MAINTENANCE WORKER**
- **PERSONAL SUPPORT WORKER**
- **YOUTH RECREATION WORKER**

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

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.

Priority will be given to Curve Lake First Nation Members

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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:

Government Services Building
22 Winookeedaa Road
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ELABORATE ON THE INFORMATION PRESENTED AND HOW THIS EXPERIENCE IS RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT A FALSE STATEMENT MAY BE CAUSED FOR DENIAL OR IMMEDIATE TERMINATION OF EMPLOYMENT.

SIGNATURE

DATE

EMPLOYMENT REFERENCES

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



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Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 Hours/Week) position.

CHIEF FINANCIAL AND ADMINISTRATIVE OFFICER Government Services Building

SCOPE OF POSITION:

To oversee the administration team of the Government Services Building and controllership of the financial affairs of Curve Lake First Nation.

DUTIES:

- Responsible for the Management of Accounting Framework and the financial policies of the Curve Lake First Nation
- Work in partnership with Finance
- Committee to develop policies that meet the principles of GAAP and PSAB
- Develops policies and procedures to ensure full financial accountability of all First Nation resources
- Responsible to ensure appropriate spending authorities and procedures are in place to ensure effective and efficient program delivery to the community
- Responsible to ensure the financial management of the First Nation assets
- Responsible for the management of the Curve Lake First Nation Capital Budget Report
- Participates as a member of the Senior Management Team for Curve Lake First Nation.

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

Education:

- Certification as a CPA
- Business Degree with 5 or more years' experience in financial management
- Knowledge of Curve Lake First Nation policies and procedures in addition to program and service deliveries
- Financial management – budget development, cashflow projections, administration of approved budget, ensuring department adherence to financial policy
- Working knowledge of governmental policies, programs, services and procedures at the Federal Provincial and Regional levels

RATED REQUIREMENTS:

Knowledge:

- Ability to translate knowledge into the development of new strategies and directions.
- Possess a breadth of knowledge at the organizational level, including its strategic and operational goals and objectives, partnerships, internal and external relationships, governance, and laws/regulatory issues.
- High level of computer skills and knowledge of various computer software programs

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Skills & Abilities

- Ability to multi-task, keep organized, develop work plans and ensure accountability including writing reports as required
- Must be able to ensure effective Performance Management
- Analytical thinking – Ability to analyze detail information and using logic to find solutions
- Must be able to assign tasks and ensure successful completion of same
- MUST have a high respect for confidentiality
- Exhibits a high degree of initiative and self-direction and must have good; analytical, organizational, verbal and written communication
- Ability to work with tact and discretion, to exhibit high level public relations and good project management skills are essential

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

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position beginning immediately. Annual salary range for this position is \$80,707 to \$87,881 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 Assistant
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 July 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.



Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 Hours/Week) position.

IN-HOUSE COUNSEL Government Services Building

SCOPE OF POSITION:

- To provide proactive direction and approaches for addressing and/or informing Chief & Council and Managers on applicable issues and priorities
- Ensure compliance of local, provincial, and federal law and legislation
- Oversee the development of policies, bylaws, and procedures
- Oversee all contract and agreement development, review, and compliance
- Oversee all external legal services

DUTIES:

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

1. Policy Development, Research and Analysis
 - Manages the development and review of current policies and guidelines and coordinates the implementation and integration into departmental operations of the First Nation.
 - Manages the research and analysis to review or develop policy, standards and guidelines. Identify and remain current on legislation/policies/best practices and make recommendations.
 - Manages the development and reviews of all First Nation policies for Chief & Council, Managers, and committees.
 - Summarizes research findings and drafts briefing documents on the research/policy topics/issues for review by the Chief Operating Officer.
 - Oversees the analysis and assessment of existing policies and evaluates effectiveness.
 - Manages the evaluation of short- and long-term impacts/results of strategic policy and programs to monitor the implementation and effectiveness of legislation and regulations.
 - Prepares document results/research findings and provides recommendations to the Chief Operating Officer on policy and program options, implications, the research and analysis of tools, techniques, emerging best practices, and trends in the areas of stakeholder relations/education and outreach in other jurisdictions.
2. Advice, Liaison and Representation
 - Develops and maintains contacts with all levels of leadership/government and other experts to gather research data and keep current on emerging trends and best practices, enable consultation and collaboration on research endeavours, provide/exchange research data and results, and consult on linkages between research and policy options/solutions.
 - Provides support to the Chief Operating Officer on policy and contract review and development
 - Reviews and analyze existing documentation on First Nation issues.
 - Liaises with regional, location and community First Nation leaders and experts to promote partnerships and cooperative means to develop and implement policies and projects.
 - Manage all contracts, financials, and communication with external legal counsel. Works with external counsel to determine strategies and process



3. Briefings and Information

- Provide proactive direction and approaches for addressing and/or informing on applicable issues and priorities.
- Drafts correspondence in response to inquiries regarding legislation, regulations, policies, and proposed initiatives.
- Prepares presentations and briefing materials (e.g., briefing notes, House notes, advice notes) for Chief & Council and Chief Operating Officer.
- Summarizes research findings, drafts research papers/reports, memoranda, and briefing documents on the implications of best practices within the First Nation on a range of research/policy topics/issues for review by the Chief Operating Officer
- Develop and manage annual budgets

4. Staff Training and Administrative Support

- Leads team members in legal, policy or planning related projects or undertakings such as meetings, workshops, and conferences
- Provides information to departments including but not limited to preparation of information for internal and external distribution
- Provides a range of research support functions, including compiling and summarizing background materials and reviewing current Curve Lake policies, standards, guidelines, and best practices.

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

Education

- A law degree (Juris Doctorate) from a recognized post-secondary institution
- Five years of experience practicing law, preferably in First Nation law
- In good standing with the law society

RATED REQUIREMENTS:

Knowledge:

- Knowledge of First Nations culture, history, values, and protocol
- In-depth knowledge of the Indigenous law, the Indian Act, treaty rights, land claims, governance, education, health, child welfare, trusts, housing, economic development corporations and other First Nation issues
- Knowledge of current Federal and Provincial legislation, policy and programs that impact First Nation communities

Skills & Abilities:

- Excellent oral and written communication skills
- Proven experience and ability in conducting research and analysis
- Ability to work with a variety of individuals including professionals and non-professionals to provide information, facilitate discussion and solicit decisions
- Ability to work and interact as a team member while respecting lines of authority and reporting requirements
- Computer literate (including Microsoft Word, Excel, database software, email)
- Excellent time management skills

Personal Suitability:

- Sound judgement and good work ethic
- 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

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- Be flexible
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is Full-Time Term position beginning immediately. Annual salary range for this position is \$78,158 to \$85,106 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:

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

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



Posted: June 30th, 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 **Full Time Permanent** (39.5 hours/week) position:

ARCHEOLOGY PROGRAM ADMINISTRATOR

- To oversee the Cultural Heritage Liaisons and secure placement opportunities as needed
- To assist in the administration of the Archaeological/Cultural Heritage Liaison Program
- To organize archaeological assessment reports into a resource database
- To actively seek and source funding opportunities in archaeology and cultural heritage initiatives that would support the Archaeological/Cultural Heritage Liaison Program
- To research and support Michi Saagiig presence in the archaeological record in Ontario
- To promote Curve Lake First Nation's presence and interests in Ontario archaeology
- To create and maintain relationships with archaeologists working on projects in Williams Treaties and Curve Lake First Nation Territory
- To support the protection of Curve Lake First Nation's archaeological heritage and material culture and seeking repatriation opportunities
- To uphold and maintain ethical and cultural treatment of archaeological sites and artifacts

Duties:

The duties and responsibilities of this position are categorized into the following three main functions:

1. Administration/Record Maintenance
 - Keep current of archaeological research, consultation and engagement standards affecting First Nations
 - Keep current of relevant federal and provincial policy as it relates to archaeology, heritage resources, and collections management
 - Conduct research on projects as needed
 - Assist with training and upgrading opportunities for future Cultural Heritage Liaisons
 - Meet with Consultation Liaisons to evaluate scope of proponent projects, need for archeological fieldwork and Curve Lake First Nation representation
 - Responsible for scheduling Cultural Heritage Liaisons as needed, including monitoring of hours worked and expenses incurred
 - Responsible for reviewing timesheets and preparation of cheque requisitions
 - Assist the Curve Lake Cultural Centre with artifact identification and care as needed
 - Attend meetings as deemed necessary by the Supervisor
 - Responsible for the collection of revenue generation from proponents as well as reporting/monitoring of revenue received
 - Responsible for keeping detailed records of each project, Cultural Heritage Liaisons' timesheets and reporting, invoicing and receipts
 - Seek funding opportunities to support Archaeological/Cultural Heritage Liaison Program



2. Fieldwork Placements

- Review archaeological reports for quality, accuracy and completeness, and make recommendations
- Advocate for appropriate archeological interpretations, recommendations and fieldwork during project monitoring
- Conduct site visits as needed to evaluate fieldwork
- Provide guidance to proponents, consultants, and Cultural Heritage Liaisons regarding expected direction, quality and completeness of fieldwork
- Provide monitoring expertise for short term projects as needed
- Ensure fieldwork equipment is up to date
- Identify and secure fieldwork placement opportunities for Cultural Heritage Liaisons
- Review and maintain field notes of Cultural Heritage Liaisons for completeness and accuracy

3. Communication

- In consultation with the Direct Supervisor, determine where and when Cultural Heritage Liaisons are required
- Ensure Cultural Heritage Liaisons are aware of their fieldwork placements, and accommodations (if need be)
- Meet with Cultural Heritage Liaisons to discuss site progress, interpretations and issues
- Meet with Direct Supervisor for regular updates
- Responsible for maintaining communication with proponents

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

Education & Experience:

- Post-secondary degree in archeology
- Archaeological field experience
- Possess a basic knowledge of the Williams Treaties and Curve Lake First Nation Traditional Territory, cultures and traditions
- Working knowledge of the provincial archaeological assessment process
- Knowledge of Ontario Archaeology (chronologies and cultures)
- Valid drivers' license or access to reliable transportation as this position will require travel

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Possess a basic knowledge of the archaeological industry in Ontario
- Knowledge of cultural resource management in Ontario, policies and procedures
- Knowledge and appreciation of First Nation culture and traditions
- Knowledge of general office practices and procedures
- Excellent public relation skills, including an appreciation of the need for tact and a positive, cheerful informed approach with the public
- Strong interpersonal skills
- High level of organizational skills
- Excellent computer skills with a proficiency in Microsoft Office and computer programs
- Ability to work independently in a team environment
- Ability to moderate groups and present material in a print and oral format
- High level of tact and discretion

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- Displays initiative and strong sense of direction
- Reliable and punctual

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

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Annual salary range for this position is \$46,819 - \$50,981 based on a 39.5 hours 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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Posted: June 30th, 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 **Part Time Term** (24 hours/week) position until March 31st 2023 with the possibility of extension.

COMMUNICATIONS INTERN Government Services Building

Duties:

- Internal Organizational Support
- IT Support
- Communications Support
- Writing and Technology
- Performs such other related duties as may reasonably be required by the Communications and IT staff

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

Education/Experience:

- Completion of a University degree or College Certificate/diploma in a field related to IT, communications, research, business administration and / or marketing

RATED REQUIREMENTS:

Knowledge, Skills, and Abilities:

- Basic understanding of computer networking
- Knowledge of MS Office 2010, 2013 & Office 365
- Knowledge of Windows 7 and 10
- PC hardware knowledge and skills
- Knowledge of video editing, or a willingness to learn
- Knowledge of the Adobe Suite of products, or a willingness to learn
- Social media management, or a willingness to learn
- A demonstrated ability to generate a variety of written and verbal reports
- Excellent communication and presentation skills
- Demonstrated experience in an office environment
- Excellent time management skills
- Indication of use of reliable transportation
- Knowledge of Curve Lake First Nation administration
- Ability to work flexible hours including weekends and holidays, at rare times
- Ability to communicate effectively with a variety of personalities
- Reliable, Punctual

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- Proven track record in working on several initiatives as once, multi-tasking in a fast-paced environment
- An organized self-started with the ability to operate with little supervision, with a team and independently
- High respect for confidentiality
- High degree of initiative and self-direction

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

TERMS OF EMPLOYMENT:

This is a **Part Time Term** position beginning immediately until March 31st, 2023. Hourly rate for this position is \$16.00/ hour based on 24 hours per a week.

APPLICATION:

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Posted: June 30th, 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 **Full Time Term** position:

PRIMARY TEACHER Kindergarten (2), Grade Two (1) Curve Lake First Nation School

The purposes of this position are:

- Teach the students at the Curve Lake First Nation School.

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

1. Program Planning
 - Assists in planning the overall school program i.e. field trips, special interest programs and other extracurricular activities
 - Evaluates, selects and modifies resources and activities to address curriculum objectives and student learning needs
 - Plans appropriate program evaluation tools
 - Collaborates with colleagues in planning and lesson delivery as necessary
 - IEP/IBP development to ensure all students needs are met
2. Program Implementation
 - Communicates learning objectives to students and parents
 - Captures student attention and supervises students during lessons
 - Delivers lessons using appropriate delivery strategies for students to maximize student learning i.e. lecture, discussion, group learning
 - Provides students with guidance, direction and other opportunities to facilitate learning
 - Monitors instruction by observing student involvement, interpreting student responses to determine opportunities for praise, prompts, extensions and corrective feedback and by providing feedback to student responses
 - Conducts his/her class in accordance with the school timetable and to make the timetable available to students, parents, the Principal and Education Manager
 - Assists with the implementation of school programs i.e. participating in special events, field trips, special interest programs and other extra-curricular activities
 - Implement IEP for students
3. Program Evaluation
 - Conducts self-evaluations on a regular basis• Reviews, evaluates and revises classroom programs
 - Evaluates student performance/progress by administering formative evaluation/tests to measure student progress towards objectives
 - Conducts summative evaluations to measure student achievement of objectives
 - Completes a Long Range Plan and Growth Plan



4. Learning Environment

- Organizes and manipulates the learning environment to maximize student learning while giving assiduous attention to the health, safety and comfort of the students
- Maintains proper order and discipline in the classroom, throughout the school and on school property
- Helps students develop positive self-concepts by understanding and adapting to individual differences of students
- Organizes and operates a learning environment which challenges and empowers students to reach their highest potential

5. Professionalism

- Makes a commitment to be knowledgeable and respectful of cultural differences that occur when teaching aboriginal students
- Contributes as a member of the educational team at the school and in the Curve Lake First Nation Education system
- Establishes and maintains professional relations with Principal, staff, Education Manager, students, parents, education committee and the community
- Participates in professional development days as approved by Education Manager
- Notifies Principal or designate if he/she is to be absent from school and the reason and completes leave request forms
- Delivers any and all school property in his/her possession to the Principal or Education Manager when his/her employment contract with Curve Lake First Nation has expired, or when for any reason his/her employment has ceased

6. Decision Making

- Makes consistent, educationally sound decisions within the framework of established school policies and procedures
- Provides justification for decisions reached as required and appropriate
- Makes decisions based on good judgment, tact and discretion

7. Records

- Maintains accurate and up-to-date records of attendance, class lists, student performance and other records (Including the Ontario School Record) required by the school

8. Communication

- Communicates effectively in both oral and written forms with co-workers, other education staff, parents and students

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

Education & Experience:

- Bachelor of Education
- Primary Qualifications
- Current member of the OCT in good standing

RATED REQUIREMENTS:



Knowledge/Skills/Abilities:

- Knowledge of classroom management techniques
- Knowledge of differentiated instructional practices
- Knowledge of assessment and evaluation practices
- Subject/curriculum/content knowledge in early learning/primary setting
- Excellent organizational and communication skills
- Knowledge of and experience working with First Nation children
- Familiar with literacy and numeracy initiatives
- Understanding of current Early Learning approaches
- Ability to create an engaging and effective learning environment
- Demonstrated ability to work collaboratively with all staff
- Strong appreciation of, and empathy with the needs of children
- Exhibits a high degree of initiative and self-direction
- Appreciates the need for ongoing communication with students and parents
- Appreciation for ongoing professional learning
- Experience with and/or commitment to School Success/Improvement Plan
- An appreciation of the language and culture of the First Nation
- Knowledge and proficient use of technology

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

TERMS OF EMPLOYMENT:

This is a Term Full Time position starting August 22, 2022 till August 18th, 2023 with possibility of extension. Hours are Monday to Friday and will commensurate with the Human Resources Management Manual. Annual salary range for this position is \$55,315 - \$66,399.

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:

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

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

Deadline for Applications: Friday July 15th 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.

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.

Government Service Building
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Posted: June 30th, 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 **Full Time Permanent** position (39.5 hours/week):

ADMINISTRATIVE ASSISTANT Curve Lake First Nation School

The purposes of this position are:

- To provide secretarial, clerical, and administrative services within the administrative policies and procedures established by the Education Department and as administratively directed by the Principal of Curve Lake School.
- To provide a variety of secretarial, clerical, and administrative services to the Curve Lake First Nation School.

The duties and responsibilities of this position are:

- Provide reception services at the front counter of the CLFN school
- Date stamp all incoming documents and distribute/file accordingly
- Provide clerical, secretarial, and administrative assistance, transcribe, type and file correspondence, minutes, agendas, and reports
- Research and prepare draft correspondence, memoranda and reports as required
- Assist in arranging and scheduling interviews and reference checks
- Assist education staff with organization, preparation, set-up and scheduling of professional development events, administrative and committee meetings
- Respond to telephone and staff inquires with information, or direction to the appropriate staff organize, order and track office supply expenditures
- Draft cheque requisitions and invoices as required
- Ensure proper function of all office equipment and make appropriate arrangements for repairs and/or maintenance
- Make travel arrangements as requested and ensure all travel arrangements have purchase order authorizing expenses, record the purchase order on all-correspondence relating to the travel arrangements being made and prepare travel claims
- Maintain travel itinerary for all travel arrangements made and distribute to appropriate staff
- Contact suppliers to resolve shortages, missed deliveries and/or other problems Program Delivery
- Assist in the development and maintenance of files as required
- Prepare and process cheque requisitions and purchase orders.
- Assist in the procurement of services and resources as outlined in the CLFN Procurement Policy
- Perform other duties as may reasonably be required by the Principal of CLFN school

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

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Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Education & Experience:

- Successful completion of a post-secondary education diploma with a background in either office administration/secretarial services with 2 – 3 years experience
- Secretarial and clerical skills at a high level

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Good knowledge of office practice
- Working knowledge of CLFN services, procedures, and policies
- Knowledge of Indigenous educational settings
- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment
- Ability to take initiative to complete an assigned task
- Ability to work within a team setting
- Displays initiative and strong interpersonal skills
- Excellent organizational skills
- Strong communication skills, both written and verbal
- High level of comfort with information and computer technologies
- Dynamic creative and visionary
- Flexible
- Must demonstrate and ensure a high level of personal and professional conduct

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

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position starting August 22, 2022. The hourly range for this position is \$22.01 - \$23.96. This position is congruent with the school year. The successful candidate will have an annual layoff starting one week after the school year ends to two weeks before the start of the new school year.

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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22 Winookeeda Street
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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

Deadline for Applications: Friday July 15th 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.

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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www.curvelakefirstnation.ca

Posted: June 30th, 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 **Term Full-Time** position:

EDUCATIONAL ASSISTANT **Curve Lake First Nation School**

The purposes of this position are:

- To provide assistance to the Teachers of Curve Lake School
- Assist with program learning by providing supervision support and activity monitoring/preparation

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

1. Teaching Assistant
 - Assisting the Special Education Teacher and classroom Teacher with the educational and personal needs of the student within the school policies and procedures and Individual Education/Behavior Plans (IEP/IBP)
 - Assisting in ensuring inclusion with in-school and out-of-school educational activities
 - Responsible for bus monitoring in the morning and afternoons
 - Assisting with the preparation and maintenance of teaching materials and equipment used for the student
 - Responsible for communicating student progress to the Classroom Teacher and Special Education Teacher
 - Any other duties as assigned by the Special Education Teacher, Classroom Teacher, or Principal

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

Education & Experience:

- Post-Secondary diploma (Educational Assistant, Early Childhood Educator or Child and Youth Worker)
- Experience working with children (in a school setting would be an asset)
- Basic knowledge of Curve Lake First Nation and its business policies and processes
- Two to three years' experience working with children

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Ability to work within a team setting
- Displays initiative and strong interpersonal skills
- Appreciation of the need for confidentiality and discretion
- Excellent public relation skills
- Must be reliable and punctual
- Displays good organizational skills

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Phone: 705.657.8045
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www.curvelakefirstnation.ca

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

TERMS OF EMPLOYMENT:

This is a Term Full Time position beginning August 29th, 2022 until June 30th, 2023 with possibility of extension. Hours are Monday to Friday. Annual salary range for this position is \$21.41 - \$23.31 based on a 39.5 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:

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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 July 15th at 12:00 (Noon)

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



Posted: June 30th, 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 **Full Time Permanent** (39.5 hours per/week) position:

ENHANCED STAFF O'Shkiigamong Early Learning Centre

The purposes of this position are:

- To provide in and out of Day Care education programs and learning activities for children with special needs.
- To help the children with their personal care needs.
- To perform classroom related domestic responsibilities
- Responsible to provide a clean, caring, safe and educational program for young children with developmental delays and their families in a group setting

Duties:

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

1. Educational
 - Responsible for assisting in and out of Day Care learning activities for children with special needs
 - Responsible for assisting in supervising children on a one on one and group basis
 - Responsible for assisting in assessment of child progress
 - Responsible for helping in the operation of Curve Lake First Nation Day Care facilities
 - Responsible for implementing Seed of Empathy Program as the Literacy Coach
 - Responsible for implementing Animated Literacy using Emergent Play-based ideas
 - Monitor children who may lack social, emotional or behavioral difficulties
 - Develop a behavioral plan with the program supervisor and RECE
2. Personal Care
 - Responsible for helping children with special needs in learning and appreciating their personal care needs
 - Responsible for helping children with their personal care needs including, but not limited to assistance with toileting, personal hygiene, medical, and behavioral needs
 - Responsible for assisting children during meal times
3. Other
 - Performs such other related duties as may reasonably be required by the Program Supervisor or the Early Learning Centre Coordinator
 - Assisting with busses
 -

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



Education & Experience:

- Registered Early Childhood Educator, Educational Assistant Diploma or a Diploma and experience in an equivalent field of work
- Current First Aid/CPR Certification
- Food Handlers Course Certification

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Strong appreciation of, and empathy with the needs of children with special needs
- Sensitivity to Curve Lake First Nations Culture
- Exhibits a high degree of initiative and self-direction
- Good oral and written communication skills
- Good organizational skills and ability to work in a group setting
- Must enjoy working with and being with children
- Requires a sense of humour and good health
- Patience, dedication, energy, enthusiasm and caring
- Demonstrated ability to direct, instruct and care for children
- Ability to deal with non-routine situations
- Ability to handle emergencies, crisis or hostile behavior
- Ability to maintain control in frustrating situations
- Ability to report non-routine situations to Supervisor
- Ability to accommodate competing demands
- Ability to maintain neat and accurate records
- Ability to communicate effectively both orally and in writing with children, parents, coworkers, teachers
- Ability to maintain confidentiality of all information related to children, parents and staff
- Ability to use professional judgement on a daily basis within the guidelines established by the Day Nurseries Act and judgement policies
- Willingness to work flexible hours as required

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

TERMS OF EMPLOYMENT:

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

This is a Full Time Permanent position beginning immediately. Working hours are Monday to Friday. Annual salary range for this position is \$42,572 - \$46,356 based on a 39.5 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 Assistant
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 July 15th 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.

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



Posted: June 30th, 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 **Full Time Permanent** (39.5 hours/week) position:

REGISTERED EARLY CHILDHOOD EDUCATOR O'Shkiigamong Early Learning Centre

The purposes of this position are:

- The Registered Early Childhood Educator is responsible to provide a clean, caring, safe and educational program for young children and their families in a group setting
- Educators are to cultivate authentic, caring relationships and connections to create a sense of belonging, nurture children's healthy development and support their growing sense of self, provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry, and foster communication and expression in all forms

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

1. Corporate
 - Follow all organizational policies and procedures of Curve Lake First Nation and the O'Shkiigamong Early Learning Centre
 - Be aware of the values, mission statement and guiding principles of O'Shkiigamong Early Learning Centre
2. Operational
 - Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities
 - Establish and carry out daily schedule that incorporates child-directed activity, care routines and transition times
 - Organize space, equipment and materials prior to activities
 - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
 - Set up daily routines to take advantage of embedded learning opportunities
 - Plan and carry out experiences that promote children's understanding of their own and other cultures and value systems
 - Plan and carry out activities that promote problem-solving play (pretend play, creative and constructive play and games with rules)
 - Organize physical and social environment to extend and expand child-directed play experiences
 - Recognize and build on emergent and early literacy and numerical activities
 - Represent and document children's activities – photos, display of children's drawings and printing, portfolios
 - Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes
 - Participate in short and long term planning with the Early Learning Centre philosophy and policies
 - Immediately address problem behavior without labeling the child
 - Follow behavior guidance policy established by the O'Shkiigamong Early Learning Centre



- Follow the Early Learning Centre procedures for maintaining health records, hygienic routines, universal precautions and administering medication and first aid
 - Report all incidents, injuries and illness to the Supervisor or designate and record such incidents in the daily log, playground log and a serious occurrence, if necessary
 - Monitor the indoor and outdoor environment for hazards
 - Update daily children's allergies and other special conditions
 - Report all incidents of suspected child maltreatment
 - Release children only to persons authorized by the parent/guardians
 - Follow cleaning requirements as determined by cleaning checklist
 - Set up and put away sleep cots
 - Seek out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children
 - Guide families to agencies that will allow them to enhance their children's early learning and development
 - Complete daily information charts appropriate for the age group
 - Discuss the program's daily events with family members at drop-off and pick-up times
 - Follow licensing and other regulatory requirements
3. Human Resources
- Carry out the responsibilities of the Supervisor as the designate when requested
 - Keep up-to-date with early childhood education and advocacy developments
 - Maintain regular attendance and punctuality and submit accurate time sheets every month
4. Communications
- Report to the Supervisor
 - Participate in staff meetings
 - Maintain confidentiality of all information related to the Early Learning Centre's children, families and staff
 - Use positive communication
 - Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proofread
5. Financial
- Follow the financial policies as they apply to this position
 - Ensure approval of all purchases. Submit receipts for purchase for reimbursement
6. Health and Safety
- Maintain current first aid, CPR, WHIMIS, and Food Handlers
7. Other
- Performs such other related duties reasonably required by the Early Learning Centre Coordinator or Program Supervisor that may include but not be limited to: Island days, Planned excursions, Island sleepover, Swimming, School transaction days, Professional development, Busses, Walks, Day Care Picnic, Christmas Party, Christmas Parade, Staff Meetings

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



Education & Experience:

- Registered with the College of ECE's
- Graduate of Early Childhood Education program
- Current CPIC/Vulnerable sector
- Current First Aid/CPR Certification
- Strong appreciation of, and empathy with the needs of children
- Basic knowledge of Curve Lake First Nation and its business policies and processes
- Exhibits a high degree of initiative and self-direction; good oral and written communication skills; good organizational skills and ability to work in a group setting.
- Must enjoy working with and being with children; requires a sense of humour and good health.
- Two to three years' experience may be required

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Patience, dedication, energy, enthusiasm and caring
- Ability to deal with non-routine situations
- Ability to handle emergencies, crisis, or hostile behavior
- Ability to maintain control in frustrating situations
- Ability to report non-routine situations to Supervisor
- Ability to maintain confidentiality of all information related to children, parents and staff
- Ability to carry/lift children and carry/lift/move moderately heavy items
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, high noise levels and occasional inclement weather

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

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Hours are Monday to Friday. Annual salary range for this position is \$46,725 - \$50,878 based on a 39.5 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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Phone: 705.657.8045
Fax: 705.657.8708
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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: Thursday July 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.

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



Posted: June 30th, 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 **Part Time Term** (20 hours/week) position:

CUSTODIAN Curve Lake First Nation School

The purposes of this position are:

- The purpose of this position is to provide a safe, healthy and clean environment for the Curve Lake First Nation School and students

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

1. Property Maintenance
 - Discusses plans and schedules with the Principal
 - Provides cleaning and maintenance services for Curve Lake School property and buildings, including, but not limited to:
 - The care and cleaning of all surfaces and service facilities
 - Waste collection and disposal
 - Window washing
 - Painting
 - Minor repairs
 - Provides outside maintenance of grounds, gardens, parking lots, ramps, steps, and sidewalks on a year round basis including, but not limited to:
 - Parking lot cleaning and minor repairs
 - Litter/garbage collection and disposal
 - De-icing
 - Snow shoveling
 - Snow removal
 - Sanding
 - Services and repairs equipment if able
2. Caretaker Duties (not limited to)
 - Setting up furniture and equipment, cleaning up, locking up following school events or as directed
 - Complies to repairs and maintenance of playground and equipment as per annual playground inspection
 - Clean windows when necessary
 - Replace burnt out light bulbs
 - Shampoo rugs and chairs quarterly
 - Any other duties as required by the principal
3. Other
 - Performs for adherence to Occupational Health and Safety procedures

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- Inform security of any fire drills and work with Principal to conduct schedule drills
- Adheres to requirement of outside groups when they require the facility

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

Education & Experience:

- High School graduation (Level IV – Grade 12)
- Must possess a valid Ontario Driver's License
- Must have a general understanding of Microsoft Office Suite of Software and the Internet

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Ability to maintain and make minor repairs to operating equipment
- Ability to operate cleaning, gardening, and snow removal equipment; knowledge of cleaning and maintenance procedures
- Exhibits a high degree of initiative and self-direction
- An understanding of occupational health and safety requirements and procedures
- Must be bondable
- Good public relation skills, including an appreciation of the need to tact and a positive cheerful and informed approach to the public

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

TERMS OF EMPLOYMENT:

This is a Term Part Time position, for 20 hours a week, from August 22nd, 2022 – June 30th, 2023. Hours are Monday to Friday. Hourly range for this position is \$17.55 - \$19.11.

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)

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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

Deadline for Applications: Friday July 15th at 12:00 (Noon)

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



Posted: June 30th, 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 **Full Time Permanent** (39.5 hours per/week) position:

SOCIAL SERVICES ADMINISTRATOR **Social Services**

The purposes of this position are:

To provide and administer Social Service Programs for residents of Curve Lake in accordance with the 1965 Welfare Agreement while adhering to policies and regulations of Ministry of Community & Social Services (MCSS), Ministry of Health & Long Term Care (MOHLTC), Aboriginal Affairs & Northern Development Canada (AANDC) and Curve Lake First Nation policies and procedures.

Duties:

1. Ontario Works Services
 - Complete Ministry of Health application forms for the Homemakers and Nurses Services Program to determine financial eligibility
 - Inform the Senior Services Staff of qualified applicants for the Homemaker and Nurses Services program
 - Apply for funding opportunities program with a number of funders as opportunities present
 - Assist low-income people who are in arrears with the high cost of fuel and hydro
 - Accept funding applications from Curve Lake residents and distribute funds to the qualifying applicants
 - Work closely with ODSP by making referrals, assisting clients on how to fill out ODSP packages, and providing clients with the legal right if ODSP is denied
 - Ensuring all monthly Subsidy Claims are sent to the appropriate ministries and funders (MCSS and AANDC, Reports Ontario, etc)
 - Provide information to the community and administrative staff on changes to programs and services
 - Provide updates on changes to programs, inform management of possible client or staff concerns or issues, seek direction when required on issues such as Children's Aid Society, Addiction issues, Health benefits
 - Be aware and have a basic knowledge of other funding sources i.e.; Old Age Pension, Guaranteed Income Supplement, Canada Pension, Employment Insurance (EI) and Assignment of Benefits for EI
 - Perform duties of Integrated Caseworker in their absence or as required
2. Supervisory Duties
 - Supervise and provide direction to the Integrated Caseworker, Social Services Assistant, and Foodbank staff. This includes monitoring and approving attendance on a monthly basis as well as approving all training and travel
 - Oversee all operations of all aspects of both the Financial and Employment Assistance programming
 - Approval of additional Ontario Works funding and external partner program funds as per requirements (including but not exclusive to Transitional Support Fund, Discretionary Benefits, and additional employment supports).
3. Other
 - Ensuring all documentation is up to date and on file including funding reports



- All budget preparations and ongoing monitoring
- Complete monthly Bank Reconciliations for Curve Lake Finance Department
- Monitor monthly General Ledger Accounts
- Complete Quarterly Reports for MCSS and Curve Lake
- Work closely with Curve Lake First Nation Auditors at year end
- Ensure accurate, objective client case notes are kept on file for all clients at all times in preparation for Federal, Provincial Audits, Social Benefits Tribunal or Legal requests i.e. Fraud investigations
- Work closely with other staff and departments both in Curve Lake and other geographic areas as required
- Attend all relevant meetings and training sessions
- Perform other related duties as required by the Manager of Health and Family Services

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

Education & Experience:

- Post-Secondary graduation with a diploma/degree in Social Services
- Experience working in a Social Services setting, preferably First Nations based

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Knowledge of the Ontario Works Act, Regulations and Directives
- Knowledge of financial management in areas of budgets, financial reports, Ministry or Government contracts
- Knowledge of external community resources relevant to Social Services
- Knowledge of the CLFN community, traditions, customs, programs, and services
- Supervisory experience
- High level of proficiency with Microsoft Programs especially Excel
- Must possess a valid Driver's license – Class G Extensive travel required
- Respect for the sensitivity of the history, language, culture, and traditions of the peoples of Curve Lake First Nation
- Demonstrate initiative and judgment in issuing financial aid to clients as a temporary solution and seeking permanent solutions that lead to financial independence
- Engage clients to participate in community events to prevent stagnating in the Social Services environment
- Recognize individuals/families that require further professional assistance, counselling, rehabilitation, homemaker care, childcare
- Recognize the need for diversity
- Facilitate a team player approach that develops and empowers each of the roles that contribute to a successful Ontario Works delivery program

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

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- Demonstrate sound work ethics
- Must demonstrate and ensure a high level of personal and professional conduct

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Annual salary range for this position is \$59,940 - \$65,268 based on a 39.5 hours 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 Assistant
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 July 15th, 2022 @ 12:00pm (noon)

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



Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours/week) position.

BAND REPRESENTATIVE Health and Family Services

SCOPE OF POSITION:

Under the direction of the Health and Family Services Manager, the Band Representative is highly motivated with exceptional advocacy skills, they possess critical knowledge of the Child, Youth and Family Services Act. The Band Representative acts on behalf of Curve Lake First Nation as a party under the Child, Youth and Family Services Act in the court proceedings involving the First Nation's Children. The role of the Band Representative is to protect the collective best interest of Curve Lake First Nation children and their families and ensure they are respected and included in the planning for children deemed in need of protection while ensuring a culturally appropriate disposition of the case.

DUTIES:

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

1. General Activities
 - Liaise and advocate with other First Nation Band Representatives, Agencies, and Legal Counsel
 - Accompany Children's Aid Service workers during investigations
 - Ensure Curve Lake First Nation Band members are fully aware of their rights
 - Confidentiality will be stressed at all times
 - Assess needs and make appropriate referrals as required
 - Provide written activity reports to Health and Family Services Manager
 - Provide and access resource materials (pamphlets, newsletters, presentations, appropriate agencies, counseling and support service agencies) to be available to the community members
 - Coordinate, plan and develop community and client-based programs including but not limited to educational/ awareness workshops and events
 - Solicit the assistance of community health staff and other departments to coordinate, organize and implement programs focused on healthy lifestyle alternative choices, positive self-image, life skills, etc.
2. Administration and Reporting
 - Ensure client files are maintained and updated on a regular basis
 - Report to the Manager of Health and Family Services and / or to the General Manager and/or Chief and Council as directed
 - Data collection, submission of reports
 - Prepare, present/submit bi-monthly oral and written program reports to Health and Family Services Manager or as required
 - Actively participate as a team member with the health and social services staff to improve the overall health and wellness of the community
 - Fulfill other duties as assigned from time to time by the Health & Family Services Manager
3. Band Representation



- Represent the First Nation at Court as a Party to Child Welfare proceedings for both on and off reserve families
 - Prepare plans of Care, including recommendations for placement of children
 - Prepare, respond to, and process legal documents as required by the new Ontario Court rules
 - Be a positive role model
4. Case Evaluation/ Development
- Compilation of all relevant case-related information and documentation
 - Liaison with community service, including, but not limited to: Curve Lake Child Protection Worker, Addiction and Mental Health Programs, and visiting professionals to assess client(s) progress and suggest alternative plans if appropriate
 - Coordinate Case Management meetings with all community services involved to monitor Client's plan of care and progress
5. Legal Responsibilities
- Prepare, serve and file additions or amendments to the Client's Plan Of Care
 - Gather evidence, prepare arguments, produce and prepare witnesses and prepare draft orders
 - Prepare for and attend settlement conferences as set out by new Court Rules
 - Oral and written presentations in court, as required
 - Responsive to court sensitive timelines

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

EDUCATION:

- Post-Secondary Social Work or Social Science related Diploma or equivalent and/ or Legal Services Diploma or licensed Paralegal with a minimum of two years related work experience with a First Nation community
- First Nation Child Welfare Advocate Certification an asset (or willing to obtain)
- Must possess a valid Class "G" driver's license and reliable method of transportation
- Must provide a current acceptable Criminal Reference Check and Vulnerable Sector Search (PVSC)

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Extensive knowledge of Child and Family Services Act (including Part X)
- Ability to develop a plan of care with Form 33 applications in the court system
- Thorough knowledge and understanding of First Nation history and culture and the history of Child Welfare as it pertains to Aboriginal communities
- A full understanding of Customary Care
- Excellent interpersonal skills to work with a diverse client group
- Possess good time management, written and verbal communication skills, exercise good judgement
- Experience and/or knowledge of report writing and file maintenance
- Ability to read and comprehend legal documents
- Analytical ability and effective problem solving skills
- Demonstrated ability to advocate for clients
- Ability to establish supportive, positive relationships with community members
- Possess excellent computer skills including Microsoft Word, Excel, Access and PowerPoint

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- High respect for confidentiality
- Current First Aid & CPR
- Demonstrate a high degree of initiative and self-direction
- Be punctual/dependable with a strong desire to work
- Must be willing to travel out of province as required

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

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position beginning immediately. Annual salary range for this position is \$54,371 to \$59,204 on a 39.5 hour work week.

APPLICATION:

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



Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Permanent** (39.5 hours per/week) position.

CHILD PROTECTION WORKER **Health and Family Services**

The purpose of this position is:

- To provide leadership in ensuring the well-being of the children of the Curve Lake First Nation, and to provide services for the protection, care and supervision of children.
- To ensure the availability of, and access to, developmental, counseling and family/ child support programs and services for the Curve Lake First Nation.
- To assist in monitoring the effectiveness of the programs and services available to the children of the Curve Lake First Nation, and to assist in the developmental and maintenance of child welfare services documentation.

DUTIES:

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

1. Case Management

- Ensure client files are complete and accurate
- Coordinate and facilitate customary care placements and prepare all required documents, supporting the child and family throughout the admission process
- Communicate regularly with Manager of Health and Family Services regarding client progress
- Provide crisis intervention and behaviour management techniques
- Ensure confidentiality of all clients (past and present) is maintained
- Identify and consult on accessing special programs as required
- Monitor, motivate and assist clients to meet their goals
- Participate in case meetings as applicable
- Make referrals to outside agencies
- Submit monthly client progress summary to Manager of Health and Family Services
- Ensure ongoing management of cases in accordance with First Nation standards and Ministry Child Protection standards
- Develop links with relevant communities on and off reserve to explore service options and strategies to address issues affecting First Nations children and families

2. Court

- Ensure accuracy, completion and proper filing of documents
- Ensure legislative requirements and timelines for serving notices are met
- Assists clients in preparation for court
- Prepares and presents evidence for Family Court when required
- Acts as a witness in child welfare, criminal and juvenile court matters

3. Investigations and Interventions

- Investigates and assesses allegations of child abuse and/or maltreatment



- Intervenes in crisis situations, assesses risk to children and determines action which may include the need for alternative placement
- Maintains current and comprehensive social history of the family on the case file

4. Support and Activities for Clients

- Involves clients/children in ongoing planning when possible
- Completes admission to care documentation and child background information forms for placement purposes
- Respond to holistic needs and recognizes a child's need for the support of extended family and First Nation community
- Maintains involvement of the natural parent and extended family where possible
- Supervises access visits between children in care and parents/caregivers when required
- Ensures natural parents receive assistance in addressing family healing so a child can be returned to home when possible
- Ensures life skills are learned through appropriate placement and support of placement

5. Administration

- Receive designation as an authorized Child Protection Worker
- Collect information for statistical purposes specific to clients and program
- Review reports to ensure information is complete and accurate
- Address critical incidents as per internal reporting mechanisms
- Participate in staff development activities as required
- Maintain accurate and complete verbal and written exchange of information to represent all activities while on duty (logs and reports)
- Participate actively in the case management process
- Prepare accurate and professional client case notes
- Attend and sit on community and organizational committees as requested
- Provide after hours services when required
- Performs other related duties as assigned by the Manager of Health & Family Services

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

EDUCATION:

- A University degree in Social Work or related field with minimum 2 years directly related work experience
- A College diploma in Social Services or related field with minimum 5 years related work experience

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Expert knowledge of the Child and Family Services Act, Child Protection Standards, Ministry of Children and Youth Services Regulations, Guidelines and Policy Directives
- Knowledge of Customary Care and the philosophy of service development/delivery with First Nations
- Knowledge of relevant legislative framework and policies reflecting current child welfare practice; including Federal legislation, First Nations specific case law, Indigenous rulings /declarations, traditional approaches and specific rulings about First Nation, Inuit, and Metis Children



- Thorough knowledge and understanding of First Nation history and culture and the history of Child Welfare as it pertains to First Nation, Indigenous, and Metis communities
- Experience with Case Management systems and procedures
- Ability to interpret and apply a wide range of social work practices, principles and First Nation practices in respect to protection and placement of children at risk, understanding the principles and goals of families in crisis
- Knowledge of Curve Lake First Nation resources and area agency resources for referral purposes
- Excellent interpersonal and counselling skills to work with a diverse client group
- Possess good time management, written and verbal communication skills, exercise good judgement
- Ability to instruct clients in relevant programs
- Experience and/or knowledge of report writing and file maintenance
- Analytical ability and effective problem-solving skills in assessing client needs
- Crisis intervention abilities (ingenuity and resourcefulness in developing alternative strategies to meet individualized programming)
- Behavioural management skills
- Demonstrated ability to advocate for clients
- Possess excellent computer skills including Microsoft Word, Excel, Access and PowerPoint
- Commitment to helping children and their families by providing strong services in ways that respect Anishnaabe culture and spiritual practices
- Ability to work within a multi-disciplinary team
- Knowledge of group dynamics, consultation and conflict resolution techniques

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

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is \$59,279 - \$64,549

APPLICATION:

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



Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time Term** (39.5 hours/week) position until **June 30th, 2025**.

COMMUNITY HEALTH REPRESENTATIVE Health and Family Services

The purpose of this position is:

- To assist in the provision of health education programs and services and to assist in ensuring the availability of, and access to medical/health programs and services by the people of the Curve Lake First Nation within the administrative policies and procedures established by the General Manager, and directed by the Manager of Health & Family Services
- To assist in the development and maintenance of community based medical/health documentation

DUTIES:

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

1. Provision of Direct Health Care
 - Assessing home situations with the assistance of the CHN
 - Assisting with health related problems through counseling and/or referral to appropriate agencies
 - Teaching community members about dental care, diabetes, communicable diseases (HIV, Hep C, etc.), mental health, healthy living (food, exercise, etc.) child development, drug abuse, tobacco and smoking cessation, etc.
 - Assisting families to cope with chronically ill, sick and aged family members with a focus on senior wellbeing and related health issues
 - Working with other health professionals in obtaining health histories by serving as in interpreter
 - Providing emergency first aid when necessary
 - Assisting with school health programs such as yearly health assessments, class inspections, vision and hearing screening, measuring heights and weights, planning and implementing health education programs for the students
 - Coordinating Non-Insured Health Benefits and ensuring registered status Indians receive all benefits they are entitled to
 - Assist with the Health and Family Services Assistant for coordination of medical transportation
 - Assisting in the development or maintenance of medical/health documentation and files
2. Liaison Activities
 - Advising other health care personnel about local Native culture and traditions and their implications on specific health problems
 - Assisting in planning, implementing and evaluating programs for the community
 - Assist in the coordination of Cross cultural sensitivity workshops for non-native service providers (Supporting the work of the Cultural Centre and the Community Wellness Worker)
 - Participating in Health clinics as necessary
 - Making hospital visits to community members when there is little or no family support
 - Interpreting health programs and services to the community
 - Attending meetings as requested
 - Acting as a member of various Committees

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- Assisting in the development of grant applications and the annual operational budget
- 3. Community Development Activities
 - Working with existing community groups, and assists in development of others, to improve the health of the community
 - Conducting workshops, short courses and health education programs about topics of interest to the community
- 4. Other
 - Performs such other related duties as may reasonably be required

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

EDUCATION:

- Graduation from a post secondary program in public/community health

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Excellent working knowledge of computer-based data management programs for administrative purposes
- Exhibits a high degree of initiative and self direction; good analytical, organizational, and communication skills
- Well developed interpersonal skills; strong interest in public health issues
- High level appreciation of Native issues
- Knowledge of alternative and traditional therapies
- Excellent public relations skills, including an appreciation of the need for tact, discretion and a positive, cheerful, and informed approach with the public.
- Strong advocacy 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

TERMS OF EMPLOYMENT:

This is a **Full Time Term** position until June 30th, 2025 beginning immediately. Annual salary range for this position is \$46,914 to \$51,084.

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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Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Full Time one year Term Contract** (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:

1. 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

2. Other

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

QUALIFICATIONS: (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, Skills, and Abilities:

- 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
- Ability to communicate in Anishinabe language considered an asset
- Exhibits a high degree of initiative and self-direction; food 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:

- 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

TERMS OF EMPLOYMENT:

This is a **full-time one year contract term position** beginning immediately. Annual salary range for this position is \$44,082 to \$48,000 on a 39.5 hour work week.

APPLICATION:

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Posted: June 30th, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Permanent Part Time** (32 Hours/Week) position.

FOOD BANK COORDINATOR Health and Family Services

The purpose of this position is:

- Deliver the Food Bank Program for residents of the Curve Lake community in accordance with the Food Bank Policy and the administrative policies and procedures of Curve Lake First Nation

DUTIES:

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

1. Responsibilities
 - Schedule pick-up and delivery of Food from Kawartha Food Share and Just Food Boxes from YWCA
 - Distribute food products/boxes to community members
 - Stock shelves for distribution
 - Baggage bulk food items as required
 - Maintain intake forms and create client files for community members accessing food bank
 - Maintain statistical data for Food Bank Canada – Hunger Count and Link to Feed
 - Advocate for Curve Lake First Nation in the Kawartha Food Share – MAAG Committee meetings
 - Liaise with City and County Food Bank Programs to develop and foster good neighbor relations
 - Research funding opportunities to enhance operations of the food bank
 - Maintain Food Bank Policy
 - Maintain Just Food Policy
 - Coordinate special events, food drives and fundraising events
 - Maintain certified Food Handlers Course credential
 - Prepare monthly calendars for food safety, food preparation and food distribution
 - Maintain Food Bank building and recommend purchases or maintenance services
2. Create and Maintain a Resource Library for community members
 - Bulletin board for Food recalls, newsletters, distribution calendars, etc.
 - Maintain client intake applications and files
 - Research and promote food safety, health standards, healthy cooking and eating habits
 - Promote Food Handlers certification training
 - Promote volunteer opportunities
3. Communication
 - Network with Communication Officer to promote Food Bank Programs and services in Community Newsletter or CLFN Social Media
 - Network with Kawartha Food Share Committee Members
 - Network with Education/Employment/Ontario Works for volunteer, school placements, summer employment
 - Attends CLFN Administration meetings and reports Food Bank Program updates as required



4. Food Distribution
 - Ensure fair distribution of food to all clients
 - Ensure clients are treated with respect, dignity and without judgment
5. Financial Management
 - Process donations to the Food Bank and report to Supervisor
 - Issue receipts for Just Food Boxes and report petty cash with receipts to Supervisor
 - Complete travel cheque requisitions and make travel arrangements
 - Complete acquisition and accounts payable documents and submit to Supervisor
6. Networking
 - CLFN Departments and Programs to address social issues
 - Other Food Banks surrounding Peterborough and the Kawartha's to improve Food Bank delivery
 - Adhere to health and safety committee
 - Off reserve community agencies to help provide alternate items besides food (e.g. Child supplies, toiletries, etc.)
 - Food distribution organizations – YWCA Just Food Program – Kawartha Food Share
7. Administrative
 - Ensure Leave Reports are submitted to Supervisor in a timely manner
 - Prepare Food Bank statistical data for the Ontario Works Administrator
 - Maintain Outlook Email account
 - Maintain inventory of Food Bank supplies for clients
 - Maintain inventory of capital assets for the Food Bank
 - Create a Work Plan with Food Bank related accomplishments, challenges or changes
 - Complete annual Performance Review
 - Respond to general telephone enquiries and in person client enquiries

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

EDUCATION:

- Successful completion of Grade 12
- Certification in Food Handling or willing to acquire
- CPIC Required

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Extensive experience with Microsoft (Word, Excel, Power Point, Publisher, Outlook)
- Experience handling and reporting petty cash
- Must possess a valid Driver's License
- Proficient use of the English Language
- Be empathetic to the needs and interests of the client
- Able to maintain client files, reports, Food Bank and Just Food policies
- Be reliable to contribute to an effective team approach within Ontario Works

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- Ability to communicate orally and in writing
- Ability to work independently in a remote building
- **Be creative and resourceful in referrals or approaches to helping clients**

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

TERMS OF EMPLOYMENT:

This is a **Permanent Part-Time** position for 32 hours a week (Monday – Thursday) beginning immediately. Hourly range for this position is \$17.55 to \$19.11.

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 Assistant
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 July 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.

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Posted: June 30th, 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 **Part Time Permanent** (20 hours/week with possibility of 39.5) 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: (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 to \$19.11 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:

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Deadline for Applications: Friday July 15th 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.



Posted: June 30th, 2022

Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Part Time Permanent** (20 hours/week with possibility of up to 39.5) position.

PERSONAL SUPPORT WORKER Senior Services

The purposes of this position are:

- To provide personal care to seniors within the administrative policies and procedures established by Chief and Council and, directed by the Senior Services/Home and Community Care Coordinator
- To assist in the provision of personal care to Home and Community Care/Homemakers Clients and house keeping services

DUTIES:

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

1. Personal Care
 - The preparation of meals and snacks
 - Associated kitchen maintenance
 - Washing, ironing and associated domestic services required by clients
 - Responsible for assisting seniors in their personal care and hygiene
 - Responsible for assisting in the provision of educational, social and recreational programs for seniors
 - Responsible for assisting in the monitoring of seniors well being
 - Charting Activities of Daily Living (ADL)
 - Medication (assisting) – Reminders
2. Other
 - Performs such other related duties as may reasonably be required by the Senior Services/Home and Community Care Coordinator
 -

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

EDUCATION AND RATED REQUIREMENTS:

- Appreciation of, and commitment to, the provision of care for Senior Citizen's
- Accredited PSW Certification
- High-level sensitivity to Native issues
- Exhibits initiative and self-direction, good organizational and communication skills
- Must be bondable and able to maintain strict confidentiality
- Must have a clear Criminal Reference Check/Vulnerable Sector
- CPR, First Aid, Food handler's course

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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

TERMS OF EMPLOYMENT:

This is **Part Time Permanent** position beginning immediately. Hourly range for this position is \$19.16 to \$20.86 on a 20 hour work week with a possibility of up to 39.5 hours a 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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The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) with Police Vulnerable Sector Check (PVSC) prior to commencing work.



Posted: June 30th, 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 **Part Time Permanent** (30 hours/week) position:

YOUTH RECREATION WORKER **Health and Family Services**

The purposes of this position are:

- Assists with the planning, delivery, program organization and promotion of a variety of recreation programs and community events at Curve Lake First Nation
- Assists the Community Aboriginal Recreation Activator with administrative tasks

DUTIES:

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

1. Programs and Events
 - Assists with planning, organizing, and coordinating recreation programs and special events
 - Assists with planning community based physical activity programs based on community's needs and interests
 - Enhance the presence of programming
 - Ensure the provisions of the workplace, office equipment and CARA programming materials
 - Assists with the monitoring and evaluating of the CARA program activities and providing ongoing direction and support
 - Liaise with and respond to all community requests and inquiries with respect to recreation programming
2. Recreation
 - Provide administrative support to the Community Aboriginal Recreation Activator
 - Assists with the local recreation needs assessment and work plan for physical activity programs
 - Assists with planning community-based recreation programs based on community's needs and interests
 - Research recreation opportunities using the internet and other information sources
3. Other
 - Promotes/markets Activities through a variety of sources i.e. Social media, newsletters, etc.
 - Maintains program equipment and supplies and ensures good repair, working order and sufficient inventories
 - Other duties assigned as requested

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

Education:

- One year post-secondary in a recreation related discipline
- Current Standard First Aid and CPRC level C certification

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Other Requirements:

- Must be willing to work a flexible work schedule
- Current First Aid & CPR or willing to take the training
- Valid driver's license

RATED REQUIREMENTS: (Will be rated in assessment of resume/application and the Interview)

Knowledge, Skills, and Abilities:

- Experience with word processing, spreadsheets and registration programs
- Knowledge of community recreation programming principles and practices
- Strong appreciation of and empathy with the needs of children
- Sensitivity to Native Issues
- Strong oral and written communication skills
- Strong organizational skills
- Ability to work in a group setting
- Ability to function as a team member
- Creative problem solving skills
- Ability to work independently and establish and maintain harmonious working relationships
- Respect for confidentiality is a must
- High level of tact and discretionary capabilities
- Willingness to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work
- This position requires an acceptable criminal record check

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

TERMS OF EMPLOYMENT:

This is a **part time permanent position** (30 hours/week) beginning immediately. Hourly range for this position is \$18.56 - \$20.21

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

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previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

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Call for Casual workers!

Please fill out & submit the included Casual Employment Form!



Call for Community Representatives!

Do you want to be a part of CLFN's interview panels?
Please send a cover letter to recruitment@curvelake.ca