



Posted: August 8th, 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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22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

- 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:

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 August 19th, 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: August 8th, 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:

RECE SUPERVISOR O'Shkiigamong Early Learning Centre

The purposes of this position are:

- Assumes responsibility for the day to day operations of the O'Shkiigamong Early Learning Centre
- Responsible for program planning, working effectively with staff, working with families and children, connecting with the community, mentoring students and administrative responsibilities related to the day to day operations
- Responsible for providing leadership in keeping with the philosophy of the O'Shkiigamong Early Learning Centre as well as for quality client service to foster student success
- To ensure their program complies with all requirements in the Day Nurseries Act, to ensure that operational policies established by Curve Lake First Nation are implemented; ensure the curriculum for children and families meets policies established by Curve Lake First Nation
- Ensures quality standards of care to their program following Ministry Standards

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

1. Administration
 - Ensure that adequate records are maintained and compiled for the Coordinator so that they can report to sponsoring agencies
 - Maintain a safe and healthy environment for children and to create a relaxing and welcoming atmosphere
 - Regularly contact, and act as a resource for, parents and caregivers
 - Encourage parental involvement in the Curve Lake Day Care
 - Corporate administration duties
 - Responsible to appoint a designate when absent Coordinator duty
2. Program Development, Planning and Implementation
 - Plan and implement a program that reflects the philosophy of the O'Shkiigamong Early Learning Centre
 - Coordinate the programming of the O'Shkiigamong Early Learning Centre and ensure proper planning and curriculum are posted
 - Ensure that records are kept on all children in the program and ensure they are all up to date at all times
 - Maintain day-to-day licensing standards
 - Complete registrations
 - Set up and maintain children's files
 - Establish a waiting list
 - Plan, implement and review children's experiences in accordance with the Early Learning Centre Philosophy and program goals
 - Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
 - Engage each child individually each day
 - Recognize and celebrate new development achievements



- Encourage and assist each child in carrying out daily routines. Attend to child's physical needs for diapering, toileting, eating and sleeping with respect as promptly as possible
 - Provide daily opportunities for each child to choose to be alone
 - Immediately address problem behavior without labeling the child
 - Follow the Early Learning Centre for maintaining health records, hygienic routines, universal precautions and administering medications and first aid
 - Monitor the indoor/outdoor environment for hazards
 - Report all incidents of suspected child maltreatment
 - Release children only to persons authorized by the parent/guardian
 - Seek out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children
 - Complete daily information charts appropriate for the age group
 - Report all accidents/incidents, injuries and illness to the Coordinator, Education Manager and General Manager and record such incident in the daily log, playground log, and as a serious occurrence is necessary
 - Update daily children's allergies and other special conditions
 - Maintain confidentiality of all information related to the Centre's children, families and staff
 - Guide families to agencies that will allow them to enhance in their children's early learning and development
 - Accommodate the family instructions for daily routines whenever possible
 - Encourage family members to spend time and to participate in the program throughout the day
 - Other duties as assigned by Coordinator
3. Staff Supervision
- Manage caregiver resources effectively to ensure that they work as members of a team, have input into planning and have opportunities for improving their professional skills
 - Provide coverage for absent care givers when required
 - Attend staff meetings at least once a month and to support professional development
 - Provide support and direction to caregivers regarding child development
 - Provide feedback and input to the Coordinator for annual appraisals on each caregiver and all other Centre employees
4. Public Relations
- Promote a positive image of the O'Shkiigmong Early Learning Centre to the public.
 - Maintain communication with the appropriate agencies, professional associations and other child care programs in Curve Lake.
 - Assist in the site specific orientation of new staff
 - Purchase program materials and equipment in collaboration with the Early Learning Centre Coordinator
 - Coach, mentor and council program staff with Human Resources, Program and Personnel issues in relation to the values and belief of O'Shkiigmong Early Learning Centre and Curve Lake First Nation
 - In consultation with the Early Learning Centre Coordinator, review and modify program schedules and plans to confirm operations are efficient and consistent
 - Support classroom educators with classroom profiles and strategies

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

Education & Experience:

- Possess an Early Childhood Education Diploma

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- Member of the College of Early Childhood Educators in good standing
- 2 years' experience in the child care profession
- Current Criminal Record Check
- Current First Aid/CPR Certificate

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- 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 work cooperatively with others, while providing work direction
- Ability to carry/lift children and carry/move moderately heavy items
- Ability to stand for extended periods of time, to work at the height of the children
- Ability to work flexible hours
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather
- Canada's Food Guide, Employment Standards Act, the Child and Family Services Act, the local fire and Health Departments and the ability to meet the specifications of these Acts and any other regulations that apply to this position. Excellent communication, presentation, and interpersonal skills
- Excellent organizational skills and initiative
- Creative problem solving skills
- Knowledge of programming required by Ministry of Education
- Knowledge of current Early Childhood Education research and development
- Strong written, verbal and interpersonal skills
- Ability to work independently
- Ability to inspire staff in reflective practice
- Demonstrated ability to set and meet goals evaluated through ongoing and annual supervisory feedback and achievement and agreed upon professionals/personal goals
- Demonstrated ability to make informed decisions and to follow through on decisions made
- Demonstrated organizational abilities to be evaluated by maintaining necessary documentation and providing reports to supervisor for agreed upon intervals as well as keeping hard copy and electronic files in orderly fashion
- Demonstrated ability to be tactful – being respectful and polite when dealing with people and being able to appropriately deal with people in difficult situations to be evaluated through client feedback on an ongoing and annual basis
-

Personal Suitability:

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

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TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Hours are Monday to Friday. Annual salary range for this position is \$52,294 - \$56,943 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 Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday August 26th, 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) with Police Vulnerable Sector Check (PVSC) prior to commencing work.

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Posted: August 8th, 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:

ADMINISTRATIVE ASSISTANT Education Building

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 Director of Education.
- To provide a variety of secretarial, clerical, and administrative services to the Curve Lake First Nation Education Department.

The duties and responsibilities of this position are as follows:

- Provide reception services at the front counter of the CLFN Education Administration Building
- 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 (minute taking as required)
- 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 Director of Education

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

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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
- Be flexible
- Demonstrate sound work ethics
- Possess awareness and sensitivity to the history, language, culture and traditions of the Michi Saagig of Curve Lake First Nation
- 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 \$45,215 - \$49,234 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

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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 Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday August 19th, 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) with Police Vulnerable Sector Check (PVSC) prior to commencing work.

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Posted: August 8th, 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:

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:

- 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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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 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.

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Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday August 19th 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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Posted: August 8th, 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 one year **Full Time Term** (39.5 hours per/week) position to fill a maternity leave:

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:

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This is a Full Time term position for one year 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.

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Recruitment@curvelake.ca

Deadline for Applications: Friday August 19th 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: August 8th, 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 August 19th 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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Posted: August 8th, 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.

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Recruitment@curvelake.ca

Deadline for Applications: Friday August 19th 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: August 8th, 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 for **one year**.

HOUSING SUPPORT WORKER **Health and Family Services**

The purpose of this position is:

Under the direction of the Mental Health and Wellness Manager (and in their absence the Health and Family Services Director), the Housing Support Worker is responsible to provide case management services. They will work with Curve Lake members and their household members who are homeless and at risk of homelessness in Curve Lake First Nation and the Peterborough City/ County region to support them in establishing and maintaining appropriate safe housing and/ or shelter. The Housing Support Worker will provide service referrals, advocacy, and accompaniment to clients to connect them to appropriate housing as well as other agencies, housing providers, and support services within and outside of Curve Lake First Nation and Peterborough region. The Housing Support Worker will administer financial supplements which can be used for emergency housing needs or as a rental supplement within the guidelines established.

DUTIES:

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

1. Outreach and Advocacy
 - Provide case management services to increase the continuum of and access to housing, care, and support services.
 - Connect chronically and episodically homeless individuals to services through assisted referrals, accompaniment, and transportation where necessary
 - Provide information, referral, and advocacy to individuals in such areas as income assistance, housing, health services, drug & alcohol treatment and recovery, counseling, and education
 - Assists clients through the referral processes to internal and external services such as housing counseling, legal aid, education, etc. to ensure successful transfer of services and may attend associated appointments with the client(s) when appropriate
 - Develops and maintains positive relationships with landlords, housing providers, including rooming houses and RGI providers to assist clients in accessing and maintaining housing.
 - Advocates on behalf of clients with landlords, housing providers, and other program supports
2. Case Management
 - Complete intakes and discharge of clients
 - Ensure confidentiality of all clients (past and present) is maintained
 - Provide appropriate one on one support to assist clients
 - Identify and consult on accessing special programs as required
 - Monitor, motivate and assist clients to meet their goals
 - Participate in case meetings as applicable
 - Assist in completing applications for housing, income support, and supporting positive interview skills for prospective tenants
 - Assist clients in understanding budgeting and ensuring sustainability of housing choices



3. Administration and Reporting

- Administers Housing rental supplement/ emergency housing support funding within the parameters established
- Ensure client files are maintained and updated on a regular basic and stored appropriately in secure/safe manner in accordance to policy and procedures
- Data collection, submission of reports, maintenance of program statistics for purposes of evaluation, research, and program funding reporting requirements
- Prepare, present/submit bi-monthly oral and written program reports to Health and Family Services Manager or as required
- Provides statistics and relevant data that will support fund development activities for the program
- Actively participate as a team member with the health and social services staff to improve the overall health and wellness of the community

4. Related and Other Duties

- Maintain accessible housing listings
- Develop and facilitate educational workshops and programming related to housing issues
- Attend regular case management and Mental Health and Crisis team meeting to provide updates on the status of the program
- Maintain client and patient files and information
- Special projects, assigned tasks and additional regular duties as require by your supervisor

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

EDUCATION:

- Minimum 2 years directly related work experience providing case management
- At minimum a College diploma in Social Services or related field with minimum 2 years related work experience, education and training may be considered

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Thorough knowledge and understanding of First Nation history and culture
- 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 model social skills
- Demonstrated ability to advocate for clients
- Possess excellent computer skills including Microsoft Word, Excel, Access and PowerPoint
- High respect for confidentiality
- Current First Aid & CPR

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- Demonstrate a high degree of initiative and self-direction
- Be punctual/dependable with a strong desire to work
- Possess Level G Driver's license and be able to drive clients to appointments

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 for **one year** beginning immediately. Annual salary range for this position is \$50,878 to \$55,401.

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: August 8th, 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 for **one year**.

MENTAL HEALTH AND CRISIS WORKER **Health and Family Services**

The purpose of this position is:

Under the direction of the Mental Health and Wellness Manager (and in their absence the Health and Family Services Director), the Mental Health and Crisis Worker is responsible for responding to crisis situations and providing both telephone and on-site crisis response and services to individuals and families. The mental health crisis worker assesses circumstances, conducts risk and behavioral assessments, to provide time limited, transitional case management support in collaboration with other service providers. Follow up calls and visits may be required to provide further support stabilization and ensure ongoing community support and referrals are made and acted upon. The Mental Health Crisis Worker provides individual, family counselling and/or some may use a more traditional approach of support. They will offer group debriefing to community members, leadership, service providers as requested. This position will be scheduled to work flexible shifts that may include overnights and weekends.

DUTIES:

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

1. Case Management
 - Provide crisis intervention and behavioural assessments
 - Provide intensive short term support
 - Deescalates situations and negotiates safety plans
 - Complete intakes and discharge of clients
 - Utilize evidence based methods and best practices to: manage client crisis, develop strategies to assist clients to prevent further crisis, provide monitoring and support as they work through their crisis plans and recovery plans, and establish personal goals that move them towards recovery
 - Provide appropriate counselling to assist clients
 - Encourage client problem solving, conflict resolution, harm reduction, relapse prevention, medication management and other life skills as appropriate
 - 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
 - Deliver Critical incident debriefing
 2. Administration and Reporting
 - Ensure client files are maintained and updated on a regular basis and stored appropriately in secure/safe manner in accordance to policy and procedures
 - Data collection, submission of reports, maintenance of program statistics for purposes of evaluation, research, and reporting
- 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
 - Ensure confidentiality of all clients (past and present) is maintained
3. Related and Other Duties
- Respond to crisis line telephone support
 - Attend regular case management and Mental Health and Crisis team meeting to provide updates on the status of the program
 - Maintain client and patient files and information
 - Special projects, assigned tasks and additional regular duties as require by your supervisor

QUALIFICATIONS: (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 providing clinical case management
- A College diploma in Social Services or related field with minimum 5 years related work experience, education and training may be considered
- 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:

- Excellent interpersonal skills to work with a diverse client group
- Experience working with individuals who have been homeless is an asset
- Experience working with individuals affected by mental illness and with addiction issues
- 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
- High respect for confidentiality
- Current First Aid & CPR
- Valid class "G" Ontario driver's license required
- 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

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- 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 for **one year** beginning immediately. Annual salary range for this position is \$55,881 to \$60,848.

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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Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Friday August 19th, 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) with Police Vulnerable Sector Check (PVSC) prior to commencing work.



Posted: August 8th, 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 for **one year**.

EQUIPMENT/WATER OPERATOR Public Works

The purpose of this position is:

- To undertake a variety of public works operations and the operation and maintenance of band owned water systems as required
- To provide a variety of operational, construction, snow and ice removal services to First Nation properties, facilities and roads, and the properties falling within the scope of the First Nations construction contracts.
- Shall perform assignments in accordance with the Seven Grandfather Teachings

DUTIES:

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

1. General
 - Discusses plans, priorities and schedules with the Foreman, including the most useful equipment and materials to be used for all jobs
 - Carries out work assignments using a variety of vehicles, heavy equipment, hand and power tools and all tools for the Operation and Maintenance of Band owned water systems as required
 - Cooperating with contractors on projects that are contracted out
 - Maintaining the First Nations roads, properties and water systems in good condition
 - Responsible for adhering to occupational health and safety procedures
 - Performs such other related duties as may reasonably be required by the Foreman
 - Attend relevant training as required/directed.
2. Roads
 - Cut grass
 - Clean garbage
 - Sweep sidewalks
 - Install signs
 - Grade gravel roads
 - Trim trees
 - Clear drains
 - Spread sand
 - Repair signs
 - Clear brush from ditches
 - Repair pot holes
 - Repair street lights
 - Clear road kill
 - Paint lines
 - Asphalt patching



- Perform winter maintenance and emergency response, including plowing, sanding, salting and ice removal
3. Curve Lake Building Maintenance
 - Caulk windows and doors
 - Replace light bulbs
 - Trim trees and bushes
 - Move office furniture
 - Clean and set up of Church, Community Center, Cenotaph and Cemetery
 - Clean eave troughs
 - Cut grass and trim
 - Snow removal
 - Repair drywall and paint
 - Replace faulty outdoor lights
 - Remove garbage and debris
 - Sand parking lots
 - Waste site maintenance
 - Dust control
 4. Special Projects
 - Dig trenches and backfill
 - Dig damaged water lines
 - Open and close columbarium
 - Clear trees and underbrush
 - Assist in all community function
 - Install walkways and maintain
 - Haul aggregates for public
 - Bulky item pick up
 - Community garbage pick up
 - Maintain parks and beaches
 - Attend meetings and training year round
 - Dig foundations and backfill
 - Flood and disaster clean up
 - Cemetery operations and maintenance
 - Water testing, treating and maintenance of Pump house, and Band owned water systems. Periodic hours, for scheduled maintenance, on a weekly, monthly, quarterly and yearly basis are included in the regular course of duties
 5. Other
 - Hauling, loading and spreading gravel
 - Construction site and paving preparation
 - Collecting and disposing of trash
 - Culvert cleaning
 - Tree removal
 - The repair and installation of road signs, fences and culverts
 - Welding and general vehicle maintenance
 - Setting up for Community Events such as the Annual Pow-wow

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

EDUCATION:

- Ontario Secondary School Graduation Diploma (Level IV – Grade 12)
- Ability to operate a variety of equipment in a safe, efficient and effective manner
- Mechanical skills, knowledge of equipment and its capability
- Must possess a valid Class-D license with a Z-brake endorsement
- Must acquire in a timely manner, a Class 2 Water Treatment Certificate issued by OWWCO as required under Ontario Drinking Water Regulations 170/03 and 128/04

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Initiative and judgment
- Knowledge and understanding of Occupational Health and Safety in a workplace environment
- Knowledge of Curve Lake First Nation Government Services Policy and Procedures
- Ability to operate and maintain (small engine) operating equipment
- Possess good oral and written communication skills
- Good public relation skills
- Ability to multi-task and meet deadlines
- High respect for confidentiality
- Must be punctual and dependable
- Must demonstrate professionalism throughout the performance of duties
- Ability to identify operating problems

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 for beginning immediately. Annual salary range for this position is **\$41,156 to \$44,814**.

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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Deadline for Applications: Friday August 19th, 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: August 8th, 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** position.

WASTE TRANSFER STATION ATTENDANT Public Works

The purpose of this position is:

- To provide a variety of operational and general labour services relative to Transfer Station Management and the Curve Lake First Nation's Public Works functions
- To assist in the control and maintenance of the Waste Transfer Station and waste management services generally, in accordance with Curve Lake First Nation policies and procedures and with respective environmental agencies

DUTIES:

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

1. Transfer Station Services
 - Maintains the Transfer Station Site in a safe and orderly fashion
 - Assists in the collection of waste and recyclables during regularly scheduled collection times
 - Actively monitors, maintains daily logs and provides reports on the volume of waste being deposited at the Transfer Station and any associated trends
 - Actively promotes Curve Lake First Nation Recycling program through the development and delivery of public education relating to recycling and waste reduction
 - Assists in the enforcement of the First Nation's waste Management By-law
2. General Labour/Property Maintenance Services
 - Performs a wide variety of general labour/property maintenance services and may require the operation of heavy equipment.
3. Other
 - Performs such other related duties as may reasonably be required by the public Works Coordinator
 - Responsible for understanding and adhering to occupation health and safety procedures.

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

EDUCATION:

- Completion of Grade 12 (Must provide proof)
- Basic CPR/First Aid Certificate
- WHIMIS Certification or willing to complete training as required

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RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Knowledge and understanding of Occupational Health and Safety in a workplace environment
- Knowledge of Curve Lake First Nation Government Services Policy and Procedures
- Ability to operate and maintain (small engine) operating equipment
- Possess good oral and written communication skills
- Good public relation skills
- Ability to multi-task and meet deadlines
- High respect for confidentiality
- Exhibits a high degree of initiative and self-direction
- Must be punctual and dependable
- Must demonstrate professionalism throughout the performance of duties

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 beginning immediately. Hourly range for this position is **\$16.63 to \$18.11**.

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 August 19th, 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.

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

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.