



Posted: May 18, 2023
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

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- 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 \$64,015 - \$71,128 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 June 2nd, 2023 @ 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: May 18th, 2023
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 WELFARE 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 \$63,310 - \$70,345

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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Agnieszka Mlynarz, Human Resources Administrator
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While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicants (s. 16(1) CHRA), and Level III: Any Applicants.

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



Posted: May 18, 2023

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 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

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- 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
- 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 \$58,068 to \$63,229 on a 39.5 hour work week.

APPLICATION:

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Posted: May 18th, 2023
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 Contract Term position for one year**:

BAND REPRESENTATIVE SUPPORT WORKER.

Under the direction of the Band Representative Manager, the Prevention Services Worker is responsible for providing primary, secondary, and tertiary prevention services and family supports to Curve Lake First Nation families primarily within the Curve Lake First Nation, Haliburton Kawartha Haliburton Peterborough region and local surrounding area. The Prevention Services Worker will provide community-based prevention services that support Curve Lake First Nation children and youth, who may be at risk of Child Welfare Protection intervention and/or who are involved with Child Welfare Protection Services and are referred to the support worker by Curve Lake Band Representatives to ensure the support of families, children and youth who are experiencing a range of social, emotional, behavioural challenges through a goal focused service. The Prevention Services Worker provides a variety of services in support of case management including but not limited to monitoring/ supervising court ordered access visits, providing educational assistance, assisting family units in better understanding and implementing approaches to the tasks of daily living that may alleviate household stress, ensuring knowledge and support in accessing services, programs and other supports (such as foodbanks, recreational opportunities, funding opportunities, etc.)

Duties:

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

1. General Activities
 - Liaise and advocate with other Agencies, Services, Organizations and Legal Counsel (when necessary) in unison with the client's assigned Band Representative
 - Assess needs and make appropriate referrals as required
 - Provide written activity reports to the Director of Health and Family Services and Band Representatives
 - Provide and access resource materials (pamphlets, newsletters, presentations, appropriate agencies, counseling and support service agencies) to be available to 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. Cultural Support
 - Will connect Curve Lake families to community-based and culturally appropriate prevention resources and services
 - Develop an appropriate assistance program, and routinely monitor clients progress and keep the family apprised of any development regarding the intervention
 - Conduct needs assessment of clients before establishing the best form of intervention; including client focused goal setting, client focused work plans, providing motivational supports, working with clients to identify social/ capital support systems
 - Actively participate in Rapid Response, Mediation and/or Aboriginal Alternative Dispute Resolution Meetings



- Develop and facilitate individual and/or group presentations to address and promote awareness and education
 - Evaluate the effectiveness of interventions and/or treatment and care plans as identified in the family service plan
 - Ensure the effective coordination and integration of culturally appropriate services to address Child Welfare involvement, concerns, the needs of the children, youth, family and alternative caregivers
 - Oversee the provision of services to children, youth, family and alternative care families, ensuring that the physical, familial, emotional, cultural, spiritual, educational and social needs are met
3. Program Delivery:
- Arrange workshops/sessions, facilitate programs, (make appropriate referrals and attend where appropriate) that pertain to program client needs, such as:
 - Parenting Classes
 - Infant Massage
 - Healthy Child Development, Prenatal Classes
 - Parent/Child Groups
 - Child/Infant Health Sessions
 - Traditional/Cultural Teachings
 - Literacy Activities
 - Safety Awareness ie. Car Seat Safety, Crib Safety, CPR, Home Alone Course
 - Life Skills Education
 - Aboriginal Dispute Resolution Circles
 - Linking children/families to diagnostic services
 - Case management to improve access to services
 - Coordination with other community-based support services within the First Nation ie. Health Centre, Cultural Centre
 - Coordination with other community-based support services outside of the First Nation ie. Peterborough County City Health Unit, Peterborough Family Resource Centre, Five Counties, Child Protection Agencies
 - Linkages with other community based early childhood related services ie. School and Day

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

Education & Experience:

The incumbent to this position will meet the minimum requirements that include:

- Post-Secondary Diploma in Native Community Care, Social Service Worker or Human Services REQUIRED;
- Minimum two (2) years' work experience working with First Nation children, youth and families;
- Must have a minimum 6-months case management experience;
- Must have a minimum 6-months counselling experience with First Nation children, youth and families.
- Advanced knowledge and understanding of the CYFSA
- Must have a clear understanding of, "Duty To Report" under Section 125 of the CYSA
- Broad knowledge base of available resources and assistance programs to help clients obtain the services they need, such as Jordan's Principle, NIHB, Social Services, Food Banks, Treatment programs, or helping families locate suitable child care facilities or after school care programs
- Demonstrate a high level of integrity, good judgment and ability to maintain appropriate confidentiality
- Be highly creative, well organized and self-motivated
- Possess excellent written and verbal communication skills

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- Possess excellent interpersonal and conflict management skills
- Must be able to work in a team environment as well as be an individual contributor
- Must have excellent organizational skills
- Must have superior computer skills, ((ie/ Microsoft Office, Excel,))
- 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)
- Confidentiality will be stressed at all times

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- 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
- Analytical ability and effective problem solving skills
- Demonstrated ability to advocate for clients
- Ability to establish supportive, positive relationships with community members
- High respect for confidentiality
- Current First Aid & CPR
- Must be willing to travel (with potential for 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 a Full Time Contract Term position beginning immediately. Annual salary range for this position is \$57,765 - \$61,617 based on a 39.5 hours work week.

APPLICATION:

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



Posted: May 18, 2023
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Part Time (30 Hours/Week)** position:

COMMUNITY BASED WATER MONITOR

Duties:

- Responsible to provide awareness and education for the prevention of drinking water contamination by assisting the Community Health Representative(s)
- Responsible to collect and test water samples throughout the community
- Responsible for the input of data into Watertrax on a daily or weekly basis
- Responsible for creating a best practice document for the Staff and Community Members on the care of the water supply
- Responsible for communicating and answering safe drinking water questions posed by the community or public
- Network and work alongside community agencies and partners such as Peterborough Public Health
- Perform other related duties as assigned

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education & Experience:

- Ontario Secondary Diploma or Equivalent
- Willingness and ability to obtain water quality and safety related training and certification(s) which may include but not be limited to waste water operator certification(s) or water quality analyst certification

Other:

- Basic CPR / First Aid Certificate
- Access to reliable transportation

RATED REQUIREMENTS:

Knowledge & Skills:

- Knowledge of programs and services offered by the Curve Lake First Nation Health department
- Computer skills and general knowledge of database software and power point
- Must have general mathematical skills
- Good public speaking and public relation skills
- Possess excellent communication skills, written and verbal
- Displays initiative and strong interpersonal skills;

Personal Suitability:

- Appreciation of the need for confidentiality and discretion
- Positive, cheerful and informed approach with the public

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- Must be able to multi-task and meet deadlines
- Must be willing to work flexible hours (inclusive of evenings and weekends)
- Must be willing to travel

TERMS OF EMPLOYMENT:

This is a Permanent Part Time position beginning immediately. Annual salary range for this position is \$36,494 to \$39,738 based on a 30 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 Administrator
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 June 2nd, 2023 at 12:00 (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 with Police Vulnerable Sector Check (PVSC).