

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
www.curvelakefirstnation.ca

**Posted: March 28<sup>th</sup>, 2024**  
**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** position.

### **CONSULTATION CLERICAL SUPPORT Governance and Administration**

The purposes of this position are:

- To provide clerical support for the Consultation Department
- Maintain Consultation Database

The duties and responsibilities of this position are as follows:

1. Reception
  - Greets all visitors to the office
  - Responsible for answering and directing all incoming calls
  - Responds to telephone and personal inquiries by providing factual information, or directing the questioner to the appropriate staff
  - Responds to telephone and personal inquiries by providing factual information in accordance with Privacy Act
2. Secretarial and Administrative Assistance
  - Provides secretarial services for the Consultation Lead, including the development and maintenance of all the files and accounts for the Consultation Department
  - Provides general secretarial, clerical and administrative services, including typing, transcriptions, filing, photocopying and sending and receiving fax and courier message/parcels
  - Maintain accurate, detailed records of projects within Curve Lake First Nation's territories utilizing the Consultation Database
  - Receives and posts mail
  - Assists in arranging staff meeting; booking appropriate event spaces and maintains awareness of staff whereabouts on a daily basis
  - Prepares invoicing, tracks filing fees and payments received
3. Other
  - Performs such other related duties as may reasonably be required by the Consultation Lead

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

#### **EDUCATION:**

- Graduation from a post-secondary program preferred with emphasis in Lands and/or Resources, Fishing and Wildlife, etc.
- Graduation from a secondary program with an OSSD

#### **RATED REQUIREMENTS:**

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### **Knowledge, Skills & Abilities:**

- Working knowledge of office practices, experience with use of office equipment and multi-line phones
- High level of organizational, written and verbal communications skills
- Displays initiative and strong interpersonal skills
- High level computer and word processing skills
- Ability to categorize and index a complex filing system
- Excellent public relations skills, including an appreciation for the need for tact, discretion and a positive, cheerful approach with the public
- Possess a basic knowledge of the Williams Treaties First Nations and Curve Lake First Nation Treaty and Traditional Territories
- Knowledge and appreciation of First Nation culture and traditions

### **Personal Suitability:**

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

### **TERMS OF EMPLOYMENT:**

This is a **Full Time Permanent** position beginning immediately. Hourly range for this position is **\$40,955 to \$44,595**

### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Agnieszka Mlynarz, Human Resources Assistant  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday April 12<sup>th</sup>, 2024 @ 12:00pm (noon)**

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

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



**Posted: March 28<sup>th</sup>, 2024**  
**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:

### **MANAGER OF CONSULTATION Government Services and Administration Building**

The purposes of this position are:

- The Manager of Consultation is responsible for overseeing and managing the consultation process and fulfilling the duty to consult obligations on behalf of the First Nation. They will ensure that the First Nation's rights, interests, and concerns are effectively represented and protected in all relevant decision-making processes.

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

1. Administration:
  - Responsible to the Executive Director for the effective and efficient administration of the consultation department
  - Develops with staff, applications for grant and funding programs.
  - Monitors and reports to Executive Director on approved budgets for Consultation
  - Approves accounts payable, prepares purchase orders, prepares payroll documents for Consultation staff and develops and maintains documentation for respective funding agencies and submits same to the Finance Manager and Administrative Services for processing.
  - Maintains, with staff, inventories of supplies, equipment and materials at an adequate level; replaces when required within the First Nation's purchasing policy.
  - Manages and directs the employees of the consultation team consistent with the policies and administrative processes of the Curve Lake First Nation.
  - Evaluates employee performance; recommends the employment, promotion, disciplining and termination of related staff.
  - Monitors government policies and legislation and recommends policy positions on issues of import to the Curve Lake First Nation.
  - Researches and prepares statistical, financial, policy, and other reports as required by the Executive Director
  - Ensures adherence to Occupational Health and Safety procedures.
2. Consultation Process Management:
  - Develop and implement effective consultation processes and strategies in accordance with legal requirements and best practices.
  - Liaise with government agencies, industry representatives, and other stakeholders to facilitate meaningful and inclusive consultations.
  - Coordinate and schedule consultation meetings, workshops, and information sessions, ensuring adequate notice and participation of relevant parties.
  - Provide guidance and support to community members and leadership regarding the consultation process and their rights.



3. Duty to Consult Fulfillment:

- Conduct thorough assessments to determine the scope and nature of the First Nation's duty to consult obligations in relation to proposed projects, policies, or legislative changes.
- Ensure that appropriate consultation frameworks and protocols are established and adhered to, including protocols for engaging with Indigenous knowledge holders, elders, and traditional decision-making structures.
- Prepare and present the First Nation's positions, concerns, and recommendations during consultation processes, negotiations, and engagement activities.
- Monitor and track consultation activities, including documenting records, correspondence, and meeting minutes.

4. Community/Stakeholder Engagement and Relationship Building:

- Build and maintain positive working relationships with government agencies, industry proponents, and other stakeholders involved in the consultation process.
- Collaborate with external partners and experts to access specialized knowledge, technical advice, or support in complex consultation matters.
- Facilitate communication and information sharing between the First Nation and external parties, ensuring transparency and effective engagement.

5. Policy Development and Advocacy:

- Stay informed about relevant laws, policies, and legal decisions related to consultation and the duty to consult.
- Provide input and recommendations for the development or amendment of internal policies, guidelines, and procedures related to consultation.
- Advocate for the First Nation's rights, interests, and concerns in consultation processes, negotiations, and policy discussions.

6. Supervision and Team Leadership:

- Provide leadership, guidance, and supervision to a team of health promotion coordinators and support staff.
- Foster a positive work environment that encourages professional growth, teamwork, and cultural sensitivity.
- Conduct performance evaluations, identify training needs, and provide professional development opportunities for staff.
- Promote a culture of inclusivity, respect, and collaboration within the health promotion team.

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

**Education & Experience:**

- Bachelor's degree in a relevant field (e.g., Indigenous studies, law, public administration, environmental studies) and 3-5 years relevant experience.
- 2-3 years experience in managing consultation processes, negotiations, or related activities.
- Demonstrated knowledge and understanding of Indigenous rights, consultation principles, and the duty to consult.
- Strong analytical and critical thinking skills, with the ability to assess complex legal and policy issues.
- Excellent communication and negotiation skills, with the ability to effectively represent the First Nation's interests.
- Knowledge of relevant legislation, legal frameworks, and policies related to consultation and Indigenous rights.
- Familiarity with cultural protocols, Indigenous governance structures, and traditional decision-making processes.
- In-depth understanding of the duty to consult and the legal principles governing consultation processes.
- Proficiency in project management, including planning, organizing, and coordinating consultation activities.

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- Ability to analyze and interpret complex legal and technical documents, such as environmental assessments or impact statements.
- Strong interpersonal and relationship-building skills, with the ability to collaborate with diverse stakeholders.
- Knowledge of Indigenous history, culture, and traditions, particularly within the context of the First Nation community.

#### **RATED REQUIREMENTS:**

##### **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** for 39.5 hours/week position beginning immediately. Salary for this position is **\$71,540 to \$77,899**

#### **APPLICATION:**

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**Posted: March 28<sup>th</sup>, 2024**  
**Internal/External**

## **EMPLOYMENT OPPORTUNITY**

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Part Time Permanent** (30 hours/week with a possibility of more hours based on funding) position:

### **MEMBERSHIP AND ESTATES ADMINISTRATOR Government Services and Administration Building**

The Membership and Estates Administrator position is to administer and provide membership and estates services to the Members and the community of Curve Lake First Nation in accordance with our Seven Grandfather Teachings.

The purposes of this position are:

- To maintain, update and preserve the integrity of the Indian Register
- To assist and provide direct service to Curve Lake First Nation Members with respect to membership inquiries and requests such as status cards and applications for registration.
- Prepare and maintain population statistics.
- Coordination of the Membership Transfer Voting Process
- Assist Members in navigating the estates process in collaboration with Indigenous Services Canada
- Keeping the First Nation updated on legislation changes and policy updates from ISC regarding membership and estates.
- Assist membership with the estate process, including administering the wills and estates.

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

1. Registration
  - Discovering events and maintaining files (births, deaths, marriages, divorces) which affect the register, including band lists.
  - Obtaining and examining supporting documentation and signatures for each event.
  - Preparing a monthly report of all reported events or a nil report where there have been no changes in the month.
  - Posting a copy of the band change report on a monthly basis
  - Reviewing monthly change reports and new register pages to ensure accuracy
  - Providing communication and documentation with Indigenous Services Canada (ISC) that may include:
    - Information requiring approval from ISC
    - Identification of inconsistencies with the Band list
    - Providing information and services to members including:
      - The application of the Indian Act related to application for Indian Status
2. Issuing Certificates of Indian Status according to ISC policies for Curve Lake First Nation Members
  - Recording and monitoring the issuance of Certificates of Indian Status
  - Provide weekly updates to ISC on the issuance of Certificates of Indian Status
  - Assist with applications for SCIS.
  - Utilize SCISPhoto App to assist Members with their application for an SCIS





- Inputting issued and voided CIS into IRS.
- 3. Contact Information & Population Statistics:
  - Supporting other departments in the verification of membership.
  - Check the OneFeather database (used for voting and membership contact database) for accuracy including adding/ deleting/ modifying members based on the monthly band change report.
  - Confirm and maintain statistics on members such as on or off reserve, registration category, marital status, age, gender identification, etc.
- 4. Administer and oversee the Membership Transfer Voting Process held at each CLFN General Election
  - Preparing mail outs, ballots, and all community correspondence
  - Assisting with the application of OneFeather Voting System for the vote
  - Counting of the votes
  - Updating the community and applicants of the results.
- 5. Administer Per Capita Distribution (PCDs)
  - Provide direction to Financial Analyst regarding the issuance of PCD for minors and adults.
  - Maintain a database of individuals entitled to any PCD
  - Facilitate PCD Working Group meetings, complete follow-up with members.
- 6. Estates
  - Provide information to membership regarding estates services and legislation and policies surrounding estates.
  - Coordinate and prepare estates and wills information sessions for membership
  - Maintain files and database related to wills and estates
  - Assist membership in navigating the estate process in collaboration with ISC.
  - Collaborate with Lands Department to determine individual land holdings.
- 7. Research and Information Sharing:
  - Actively researches and acquire any new and current legislation or court cases pertaining to membership, Indian status, or self-determination of status, membership and estates.
  - Prepare information to be shared with Chief & Council and community on any legislation changes, etc.
  - Seek funding when available for membership and estates programs
- 8. Other related duties to support the Lands Department as directed by Director of Lands

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

**Education & Experience:**

- Graduation from a post-secondary program in office administration or secretarial services with 2-3 years of related experience (applicant must clearly demonstrate how experience meets requirements)
- Certified Indian Registration Administrator preferred (training will be provided)
- Electoral Officer Training (training will be provided)

**RATED REQUIREMENTS:**

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

- Working knowledge of the legislation, policies and procedures that impact on First Nations membership and estates.
- Good knowledge of office practices
- High-level computer and word processing skills
- Strong sense of initiative
- Strong communication and public/staff relations skills
- High-level organizational and analytical skills
- Ability to work with tact and discretion in political and personal environment
- Excellent public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Thorough and current knowledge of the services, history and traditions of the Curve Lake First Nation
- Displays initiative, strong interpersonal skills and a high level of organizational skills
- High-level appreciation of First Nations Issues

### **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. Hours are flexible from Monday to Friday. Hourly range for this position is \$23.40 – \$25.48 an hour.

### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

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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: March 28<sup>th</sup>, 2024**  
**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 Full Time (39.5 hours/week)** position:

### **COMMUNITY ABORIGINAL RECREATION ACTIVATOR (CARA) Health and Family Services**

The purposes of this position are:

- Coordinates the planning, delivery, program organization and promotion of a variety of recreation programs and community events at Curve Lake First Nation
- Handle administrative and office support tasks related to the project including applications for funding

#### **Duties and Responsibilities:**

Duties:

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

1. Programs and Events
  - Plans, organizes, and coordinates recreation programs and special events
  - Reviews programs and takes appropriate actions depending on registration, including combining/cancelling programs if necessary
  - Plan community based physical activity programs based on community's needs and interests
  - Enhance the presence of programming
  - Assist groups in planning their own programs
  - Ensure the provisions of the workplace, office equipment and CARA programming materials
  - Monitoring and evaluating the CARA program activities and providing ongoing direction and support
  - Liaise with and respond to all community requests and inquiries with respect to recreation programming
2. Recreation
  - Provide administrative support to Recreation Portfolio Councilors/Program Coordinator/Manager
  - Develop a local recreation needs assessment and work plan for physical activity programs
  - Plan community-based recreation programs based on community's needs and interests
  - Research recreation opportunities using the internet and other information sources
  - Prepare updates and make recommendations on recreation issues for the Band Council Executive and Chief as required
3. Other
  - Responsible for promotion, assistance with completing/ reviewing applications, and ensuring approvals and funds in place for Learning Through Recreation and Recreation Incentives.
  - Promotes/markets Activities through a variety of sources i.e. Social media, newsletters, etc.
  - Maintains program equipment and supplies and ensures good repair, working order and sufficient inventories



- Acts as a liaison between parents and instructors, dealing with situations/concerns as required
- Develop a community profile
- Provide activity reports to assigned advisor
- Enhance volunteer capacity by actively advertising and recruiting for volunteers to lead and support programs
- Other duties assigned as requested\

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

**Education:**

- Post-secondary education in a Recreation related field with experience developing and coordinating recreational programming
- Current Standard First Aid and CPR Level C certification

**RATED REQUIREMENTS:**

**Knowledge, Skills and Abilities:**

- Experience with direct program and service delivery
- Experience in the areas of adult and youth care, fitness, social and other leisure activities
- Experience with word processing, spreadsheets and registration programs
- Knowledge of community recreation programming principles and practices
- Knowledge of methods used in assessing the recreation program needs of the community
- Knowledge of the fundamentals of leadership and recruiting, training and supervising staff
- Knowledge of Workers Compensation Act and OH&S Regulations
- Strong appreciation of and empathy with the needs of children
- Sensitivity to Native Issues
- Strong oral and written communication skills
- Strong organizational skills
- Ability to work in a group setting
- Ability to function as a team member
- Creative problem solving skills
- Ability to work independently and establish and maintain harmonious working relationships
- Respect for confidentiality is a must
- High level of tact and discretionary capabilities
- Willingness to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work
- Must possess a valid driver's license
- This position requires an acceptable criminal record check

**Personal Suitability:**

- Be honest and trustworthy.
- Be respectful
- Possess awareness and sensitivity to the history, language, culture and traditions of the people of Curve Lake First Nation

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

#### **TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$50,906 to \$55,431** based on a 39.5 hour work week.

#### **APPLICATION:**

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## **EMPLOYMENT OPPORTUNITY**

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### **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 **\$65,799 - \$71,626**

#### **APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Agnieszka Mlynarz, Human Resources Assistant  
Curve Lake First Nation Government Services Building

Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday April 12<sup>th</sup>, 2024 @ 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: March 28<sup>th</sup>, 2024**  
**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 Full Time (39.5 hours/week)** position:

### **COMMUNITY HEALTH REPRESENTATIVE Health and Family Services**

The purposes of this position are:

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

#### **Duties and Responsibilities:**

Duties:

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

1. Provision of Direct Health Care
  - Assessing home situations with the assistance of the CHN
  - Assisting with health related problems through counseling and/or referral to appropriate agencies
  - Teaching community members about dental care, communicable diseases, mental health, child development, drug abuse, etc.
  - Assisting families to cope with chronically ill, sick and aged family members
  - Working with other health professionals in obtaining health histories by serving as in interpreter
  - Providing emergency first aid when necessary
  - Assisting with school health programs such as yearly health assessments, class inspections, vision and hearing screening, measuring heights and weights, planning and implementing health education programs for the students
  - Coordinating Non-Insured Health Benefits and ensuring registered status Indians receive all benefits they are entitled to
  - Responsible for the coordination of medical transportation
  - Assisting in the development or maintenance of medical/health documentation and files
2. Liaison Activities
  - Advising other health care personnel about local Native culture and traditions and their implications on specific health problems
  - Assisting in planning, implementing and evaluating programs for the community
  - Cross cultural sensitivity workshops for non-native service providers
  - Participating in Health clinics as necessary
  - Making hospital visits to community members when there is little or no family support
  - Interpreting health programs and services to the community

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

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

**QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

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

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

**Personal Suitability:**

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

**TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$52,058 to \$56,685** based on a 39.5 hour work week.

**APPLICATION:**

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[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday, April 12<sup>th</sup> 2024 @ 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: March 28<sup>th</sup>, 2024**  
**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 Full Time (39.5 hours/week)** position:

### **DIRECTOR OF HEALTH AND FAMILY SERVICES** **Health and Family Services**

The purposes of this position are:

- To provide leadership and strategic direction for the Health and Family Services programs of Curve Lake First Nation
- To assist the Executive Director in the performance of statutory, operational and advisory duties
- To manage and report on the financial budgets and expenditures of the Health and Family Services Department
- To manage and direct the health and family services team and programs of Curve Lake First Nation with the administrative policies and procedures established by the Chief and Council

Duties:

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

1. Administration
  - Responsible to the Executive Director for the effective and efficient administration of the health and family services team and program of Curve Lake First Nation.
  - Oversees and assists in the preparation of current and capital budgets in support of the delivery of health and family services and programs.
  - Oversee the development of applications for grant and funding programs by the health team.
  - Administers the approved current budget for the Health and Family Services Department within administrative guidelines.
  - Monitors and reports on budget implementation.
  - Approves accounts payable, purchase orders, payroll documents for Health and Family Services Department staff
  - Oversee the development and maintenance of documentation for respective funding agencies and submits same to the Finance Manager and Administrative Services for processing with appropriate staff.
  - Oversees the process of tenders for the purchase of equipment, materials and services; examines tender proposals with their managing staff to ensure that they meet the specified needs and recommends action to the Executive Director.
  - Responsible for Health Managers and appropriate direct reports consistent with the policies and administrative processes of the Curve Lake First Nation.
  - Evaluates employee performance of Managers and direct reports; recommends the employment, promotion, disciplining and termination of related staff.
  - Monitors government policies and legislation and recommends policy positions on issues of import to the Curve Lake First Nation.
  - Liaises with Federal, Provincial, and Regional health and family services agencies; represents, co-ordinates, and facilitates the Curve Lake First Nation's relations with those agencies on behalf of the Executive Director.



- Researches and prepares statistical, financial, policy, and other reports as required by the Executive Director.
  - Ensures adherence to Occupational Health and Safety procedures.
  - Attends meetings of Council and supports the Health and Family Services committee.
2. Health and Family Services Programs
- Responsible to the Executive Director for the effective and efficient management and direction of the health and family services and programs of the Curve Lake First Nation.
  - Provides leadership in the identification, adoption and promotion of programs and services to enhance the health and wellbeing of the people of the Curve Lake First Nation.
  - Supervises and directs the operation of the Health Centre building.
3. Other
- Performs such other related duties as may reasonable be required by the Executive Director.

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

**QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

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

- Minimum of an undergraduate degree or diploma in Health Administration, Social Work or related field and 3-5 years management experience,
- Good knowledge, preferably gained through related experience, and training in the delivery of health and family services
- Working knowledge of governmental policies, programs, services and, procedures at the Federal, Provincial and Regional levels, relative to the delivery of health and family services
- High level sensitivity to issues impacting the First Nation.
- High level computer skills
- Exhibits a high degree of initiative and self direction; good analytical, organizational, verbal and written communication skills.
- Ability to assign tasks and to ensure successful completion of same.
- Good background in research; ability to conceptualize.
- Must be bondable.
- Ability to work with tact and discretion; high level public relations skills and good project management skills.

**Personal Suitability:**

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

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#### **TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$79,815** to **\$86,910** 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](http://www.curvelakefirstnation.ca)) under documents.

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**Deadline for Applications: Friday, April 12<sup>th</sup> 2024 @ 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: March 28<sup>th</sup>, 2024**  
**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** (39.5 hours per/week) position for one year:

### **JORDAN'S PRINCIPLE NAVIGATOR Health and Family Services**

The purposes of this position are:

The Jordan's Principle Navigator is responsible for providing guidance, support, and coordination of services for Curve Lake First Nation, the First Nation children and their families accessing Jordan's Principle services. They will serve as a central point of contact, advocating for the rights and needs of children and ensuring seamless access to appropriate services and supports.

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

1. Navigation and Coordination:
  - Serve as the primary point of contact for the First Nation as an organization, First Nation children and families accessing Jordan's Principle services.
  - Conduct comprehensive assessments to identify the unique needs of children and develop individualized and or group service plans.
  - Coordinate with relevant service providers, agencies, and departments to ensure the timely provision of necessary services and supports.
  - Familiarize self with all Department of Indigenous Services Canada documentation related to the Canadian Human Rights Tribunal and Jordan's Principle.
  - Familiarize self with Jordan's Principle, service coordination and planning processes.
  - Facilitate communication and collaboration between families, service providers, and other stakeholders to address any barriers or challenges.
2. Advocacy and Support:
  - Advocate for the rights and well-being of First Nation children in accessing appropriate services under Jordan's Principle.
  - Provide information, education, and support to families, community and staff regarding available services, entitlements, and the navigation process.
  - Assist families in understanding their rights, making informed decisions, and accessing resources to support their children's development and well-being.
  - Work closely with community members and organizations to raise awareness and promote the application of Jordan's Principle.
3. Documentation and Reporting:
  - Assist families with completing intake paperwork, gather pricing quotes, gather required supporting documentation and submission of applications.



- Maintain accurate and confidential records of all client interactions, applications, service plans, and progress reports.
  - Generate reports and compile data related to service utilization, gaps, and challenges to inform program development and improvement.
  - Ensure compliance with data privacy and protection regulations, including consent and confidentiality requirements.
4. Collaboration and Partnership:
- Collaborate with interdisciplinary teams, including healthcare providers, educators, social workers, and other professionals, to ensure comprehensive support for children and families.
  - Build and maintain strong working relationships with internal departments, external agencies, service providers, and community organizations to enhance service coordination and collaboration.
  - Participate in relevant meetings, committees, and training sessions to stay updated on Jordan's Principle policies, procedures, and best practices.

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

**Education & Experience:**

- Bachelor's degree in social work, child and youth care, psychology, or a related field.
- Two (2) years working experience coordinating and/or managing social programs and services.
- One (1) year direct service experience working with First Nation children and families, preferably within a Jordan's Principle or child welfare context.
- Knowledge of relevant legislation, policies, and programs related to Indigenous child and family services.
- Clear Police Records Check with Vulnerable Sector Check.
- Must have a valid class 'G' Ontario Driver's License.

**RATED REQUIREMENTS:**

**Knowledge/Skills/Abilities:**

- Strong knowledge of Jordan's Principle and its application in supporting First Nation children.
- Excellent communication and interpersonal skills, with the ability to establish rapport and build trusting relationships with families.
- Cultural sensitivity and understanding of the unique needs and challenges faced by First Nation children and families.
- Knowledge of community resources, support networks, and available services for children and families.

**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 Term** position for one year beginning immediately. Annual salary range for this position is **\$56,981 - \$62,046** 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](http://www.curvelakefirstnation.ca)) under documents.

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**Posted: March 28<sup>th</sup>, 2024**  
**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 Full Time (39.5 hours/week)** position:

### **MANAGER OF HEALTH PROMOTION Health and Family Services**

The purposes of this position are:

- The Manager of Health Promotion is responsible for leading and managing staff who coordinate health promotion programs and initiatives within the First Nation community. They will collaborate to develop, implement, and evaluate strategies that promote health, wellness, and community well-being.

#### **Duties:**

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

1. Administration:
  - Responsible to the Director of Health and Family Services for the effective and efficient administration of health promotion programs.
  - Develops with staff, applications for grant and funding programs.
  - Monitors and reports to Director of Health on approved budgets for Health Promotion
  - Approves accounts payable, prepares purchase orders, prepares payroll documents for Health Promotion staff and develops and maintains documentation for respective funding agencies and submits same to the Finance Manager and Administrative Services for processing.
  - Maintains, with staff, inventories of supplies, equipment and materials at an adequate level; replaces when required within the First Nation's purchasing policy.
  - Manages and directs the employees of the Health Promotion programs consistent with the policies and administrative processes of the Curve Lake First Nation.
  - Evaluates employee performance; recommends the employment, promotion, disciplining and termination of related staff.
  - Monitors government policies and legislation and recommends policy positions on issues of import to the Curve Lake First Nation.
  - Researches and prepares statistical, financial, policy, and other reports as required by the Director of Health and Family Services
  - Ensures adherence to Occupational Health and Safety procedures.
2. Program Development and Implementation:
  - Oversee development and implement comprehensive health promotion programs and initiatives that align with the First Nation's goals and priorities.
  - Conduct needs assessments, research, and data analysis to identify community health needs and develop evidence-based strategies.
  - Lead staff in their collaboration with community members, leaders, and organization to design culturally appropriate health promotion interventions.



- Ensure the integration of traditional knowledge and practices into health promotion activities.
- 3. Community Engagement and Collaboration:
  - Establish and maintain collaborative relationships with community members, elders, health professionals, and external organizations with staff.
  - Facilitate community consultations and engagement processes to gather input and ensure programs meet community needs.
  - Collaborate with internal and external partners to leverage resources, share best practices, and enhance program effectiveness.
  - Represent the First Nation at relevant meetings, conferences, and events related to health promotion.
- 4. Program Management and Evaluation:
  - Develop program budgets, timelines, and work plans to ensure effective implementation and resource allocation.
  - Monitor program activities. Ensure staff evaluate outcomes and prepare reports to assess program effectiveness and impact.
  - Apply evaluation findings to refine programs, identify areas for improvement, and enhance program sustainability.
  - Maintain accurate records, documentation, and data related to program implementation and evaluation.
  - Report evaluative findings to Health Director for communication to community.
- 5. Supervision and Team Leadership:
  - Provide leadership, guidance, and supervision to a team of health promotion coordinators and support staff.
  - Foster a positive work environment that encourages professional growth, teamwork, and cultural sensitivity.
  - Conduct performance evaluations, identify training needs, and provide professional development opportunities for staff.
  - Promote a culture of inclusivity, respect, and collaboration within the health promotion team.

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

**QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:**

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

- Degree or diploma in health promotion, public health, community health, or a related field. Management experience 2-3 years.
- In-depth knowledge of health promotion theories, models, and evidence-based practices.
- Strong understanding of social determinants of health and their impact on First Nation communities.
- Knowledge of culturally sensitive and relevant health promotion materials and resources.
- Knowledge of relevant legislation, policies, and frameworks related to Indigenous health.

**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

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

#### **TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Annual salary range for this position will be **\$62,637 to \$68,205** based on a 39.5 hour work week.

#### **APPLICATION:**

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**Posted: March 28<sup>th</sup>, 2024**  
**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** position.

### **MANAGER OF MENTAL HEALTH AND ADDICTIONS Health and Family Services**

The purposes of this position are:

The Manager of Mental Health and Addictions is responsible for providing leadership and guidance in the development and implementation of mental health and addiction programs within the Health Department. The incumbent will oversee the supervision of staff and ensure the provision of quality services to individuals seeking mental health and addiction support.

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

1. Program Development and Implementation:
  - Develop and implement comprehensive health promotion programs and initiatives that align with the First Nation's goals and priorities.
  - Conduct needs assessments, research, and data analysis to identify health issues and develop evidence-based strategies.
  - Collaborate with community members, leaders, and organizations to design culturally appropriate health promotion interventions.
  - Ensure the integration of traditional knowledge and practices into health promotion activities.
  - Ensure staff are collaborating with community members, Elders, and stakeholders to develop and implement culturally appropriate mental health and addiction programs, ensuring they align with the unique needs and values of our First Nation community.
2. Stakeholder Engagement and Collaboration:
  - Establish and maintain collaborative relationships with community members, elders, health professionals, and external organizations.
  - Facilitate community consultations and engagement processes to gather input and ensure programs meet community needs. Establish and maintain collaborative relationships with community organizations, tribal councils, health services, and government agencies to advocate for mental health and addiction support services and resources for our community.
  - Collaborate with internal and external partners to leverage resources, share best practices, and enhance program effectiveness.
  - Represent the First Nation at relevant meetings, conferences, and events related to health promotion.
3. Program Management and Evaluation:
  - Develop program budgets, timelines, and work plans to ensure effective implementation and resource allocation.
  - Monitor program activities, evaluate outcomes, and prepare reports to assess program effectiveness and impact.
  - Apply evaluation findings to refine programs, identify areas for improvement, and enhance program sustainability.
  - Maintain accurate records, documentation, and data related to program implementation and evaluation.
  - Oversees/supervises case management.



4. Supervision and Team Leadership:

- Supervise and provide guidance to a team of mental health professionals, addiction counselors, and support staff, fostering a positive and culturally responsive work environment.
- Foster a positive work environment that encourages professional growth, teamwork, and cultural sensitivity.
- Conduct performance evaluations, identify training needs, and provide professional development opportunities for staff.
- Promote a culture of inclusivity, respect, and collaboration within the health promotion team.
- Monitor and approve staff schedules and disciplinary action

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

**EDUCATION:**

- Qualifications and Educational Requirements:
- The incumbent to this position will meet the minimum requirements that include:
- Bachelor's or Master's degree in social work, counseling, psychology, or a related field.
- Management experience 2-3 years
- Relevant certifications in mental health, addictions counseling, or Indigenous healing practices are highly desirable.

**RATED REQUIREMENTS:**

**Knowledge, Skills & Abilities:**

- Strong understanding of mental health and addiction issues, trauma-informed care, and evidence-based treatment modalities.
- Knowledge of Indigenous healing practices, cultural protocols, and traditional ceremonies.
- Excellent interpersonal and communication skills, with the ability to establish rapport and build trusting relationships with clients, families, community members, and stakeholders.

**Personal Suitability:**

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

**TERMS OF EMPLOYMENT:**

This is a **Full Time Permanent** position beginning immediately. Hourly range for this position is **\$73,845 to \$80,409**.

**APPLICATION:**

Application forms and position descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website ([www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)) under documents.



Government Service Building  
22 Winookeeda Street  
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045  
Fax: 705.657.8708  
[www.curvelakefirstnation.ca](http://www.curvelakefirstnation.ca)

**Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:**

Agnieszka Mlynarz, Human Resources Assistant  
Curve Lake First Nation Government Services Building  
Curve Lake, Ontario K0L 1R0  
Phone (705) 657-8045 Fax (705) 657-8708  
[Recruitment@curvelake.ca](mailto:Recruitment@curvelake.ca)

**Deadline for Applications: Friday April 12<sup>th</sup>, 2024 @ 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: March 28<sup>th</sup>, 2024**  
**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** position.

### **OJIBWE LANGUAGE AND CULTURAL INSTRUCTOR O'Shkiigmong Early Learning Centre**

The purposes of this position are:

- To provide assistance in Ojibwe Language instruction, educational programs and other learning activities for children within the policies and procedures established by Chief and Council, Chief Operating Officer and as directed by the Manager of the O'Shkiigmong Early Learning Centre

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

1. Educational
  - Responsible for providing Ojibwe language instruction for O'Shkiigmong Early Learning Centre children and staff
  - Responsible for providing in and out of Day Care learning activities for children and staff
  - Responsible for supervising children on a one on one and group basis
  - Responsible for assisting in the operation of O'Shkiigmong Early Learning Centre facilities.
  - Working with RECE's and Supervisors based on children's interest.
2. Physical
  - Responsible for all manual preparations in regards to outings taking place at Kutang Island
  - Responsible for preparing a nutritious menu for the summer program at Kutang Island with supervisor's assistance.
  - Responsible for storage and packing of supplies and equipment
  - Responsible for all health and safety requirements during cultural activities
  - Responsible for daily maintenance of boats and island.
  - Responsible for Island grounds and structural maintenance.
  - Teepee fires and maintenance.
3. Other
  - Performs such other related duties as may reasonably be required by the Manager of the O'Shkiigmong Early Learning Centre and / OELC Supervisors

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

#### **EDUCATION:**

- First Nation Language Teacher Certification
- Must be fluent in Ojibwe Language
- A strong understanding of Curve Lake Anishnaabe Culture
- Strong appreciation of, and empathy with, the needs of children
- Must possess a Boaters Pleasure Craft License
- Must possess a current First Aid/CPR Certificate

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- Must possess a current WHIMIS Certificate
- Must possess a Food Handlers Course Certificate

#### **RATED REQUIREMENTS:**

##### **Knowledge, Skills & Abilities:**

- Sensitivity to native issues
- Good oral and written communication skills
- Exhibits a high degree of initiative and self-direction
- Good organizational skills and ability to work in a group setting
- Must enjoy working with and being with children
- Requires a good sense of humor
- Requires good health
- 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 in a team environment
- Ability to report non-routine situations to Supervisor
- Ability to maintain neat and accurate records
- Ability to carry/lift children and carry/lift/move moderately heavy items
- Ability to stand for extended periods of time; to work at the height of children
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, frequent high noise levels, occasional inclement weather
- Ability to use professional judgment on a daily basis within the guidelines established by the Day Nurseries Act and program policies
- Knowledge of the Day Nurseries Act, the Human Rights Code, Occupational Health and Safety Act, Canada's Food Guide, Employment Standards Act, Health Act, the Child and Family Services Act, Local fire and health departments and the ability to meet the specifications of these Acts and any other regulations that apply to this position
- 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:**

This is a **Full Time Term** position beginning immediately for one year. Salary range for this position is **\$55,619 to \$60,563**

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**APPLICATION:**

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**Deadline for Applications: Friday April 12<sup>th</sup>, 2024 @ 12:00pm (noon)**

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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: March 28<sup>th</sup>, 2024**  
**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 Full-Time** position:

### **REGISTERED EARLY CHILDHOOD EDUCATOR O'Shkiigmong Early Learning Centre**

The purposes of this position are:

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

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

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



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

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

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### **Education & Experience:**

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

### **RATED REQUIREMENTS:**

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

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

#### **Personal Suitability:**

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

### **TERMS OF EMPLOYMENT:**

This is a Permanent Full Time position beginning immediately. Hours are Monday to Friday. Annual salary range for this position is **\$51,848 - \$56,457** based on a 39.5 work week.

### **APPLICATION:**

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