

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: April 3rd, 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:

EXECUTIVE ASSISTANT TO EXECUTIVE DIRECTOR Government and Services Administration Building

The purposes of this position are:

- To provide secretarial and administrative services to the Executive Director within the administrative policies and procedures that are established for Curve Lake First Nation.
- To provide a variety of secretarial, clerical and administrative services to support the operational needs of the First Nation.
- To provide secretarial and administrative support to the Executive Director

The duties and responsibilities of this position are:

- Provide a variety of secretarial, clerical, administrative, and executive services to the Executive Director.
- Plan, organize, prepare, and attend business and community meetings as required by the Executive Director.
- Attend Chief and Council meetings with the Executive Director; preparing notes and action items for Executive Director report and follow up with staff.
- Prepare minutes for transcription and distribution following each attended meeting
- Confer with Directors and Managers, federal and provincial officials, legal advisors and consultants as directed by the Executive Director
- Assists with and coordinates Executive Director calendar
- Makes travel arrangements for Executive Director and ensure expenses are controlled to the best of ability (ie flight bookings, accommodations)
- Prepare travel expense requisitions for Executive Director as per Finance Policy
- Classify, scan, sort, file, and retrieve correspondence, records, and other documents as requested.
- Work with the Executive Assistant to Chief and Council in organizing community events (i.e. Remembrance Day, Celebration of Sharing etc.)
- Assist with the management of the Government Services Building including building upkeep in coordination with Public Works (acquiring estimates, ordering and arranging for furniture delivery, cleaning, and general upkeep of the asset)
- Maintain GSB key and code distribution lists
- Supervises reception and custodial staff for the Government Services Building; evaluating performance; recommending the employment, promotion, disciplining and termination in addition to securing coverage in their absence.
- Responsible to complete minutes for meetings of Chief and Council in the absence of the Executive Assistant to Chief and Council
- Review Invoices and prepare cheque requisitions and briefing notes as required.
- Create and manage database for contracts/agreements with Justice and Policy Lead
- Prepare payroll for Administrative Staff for approval by the Executive Director
- Monitor and draft email correspondence and respond on behalf of Executive Director as requested.

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- Support the Human Resources Manager on Health and Safety committee.
- Provide general administrative Human Resources support in absence of Human Resources staff.
- Other duties as may reasonably be required by the Executive Director

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

Education & Experience:

- Graduation from a post-secondary program in office or public administration or equivalent field with a minimum of 3-5 years of experience preferably in a First Nations administrative setting.

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- High level administrative skills; good knowledge of office practice
- Working knowledge of the legislation, policies and procedures that impact First Nations
- High-level computer and word processing skills
- Strong sense of initiative
- Good communication skills
- Ability to manage multiple and conflicting priorities in a busy work environment.
- Appreciation of the confidential nature of the position
- Ability to work with tact and discretion in political and personal environment.
- Excellent public relations skills, including an appreciation of the need for tact.
- Thorough and current knowledge of the services, history, traditions and issues impacting Curve Lake First Nation
- Displays initiative, strong interpersonal skills and a high level of organizational 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. Hours are Monday to Friday. Annual salary range for this position is **\$54,572 - \$59,423** based on a 39.5 work week.

APPLICATION:

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

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

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

Deadline for Applications: Friday April 12th, 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) prior to commencing work.



Posted: April 3rd, 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.

TASSS YOUTH SUPPORT WORKER **Education**

The purposes of this position are:

- To deliver educational and counseling programs and services within the administrative policies and procedures established by the Executive Director and as directed by the Director of Education through the Manager of Provincial and Special Education.
- To develop and deliver the Curve Lake First Nation's support programs and services for students attending Secondary School
- To develop and deliver academic tutoring/support, career development and personal counseling programs Secondary students

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

1. Academic Counseling/Tutoring
 - Responsible for monitoring progress for all Curve Lake First Nation students
 - Assisting students with tutoring and provision of any academic assistance as required
 - Assists students in collecting missed work
 - Provide a more culturally comfortable learning environment
 - Communicate with teachers on the progress of Curve Lake students
 - Communicate with students/parents on issues and progress when necessary
 - Attend lessons when necessary
 - Track the progress of students who have expressed special needs
 - Represents CLFN students at TASSS student success meetings
 - Works with the CLFN Youth Support Worker to deliver social/emotional support services for students
 - Work with the CLFN Post-Secondary Officer to assist students in the transition to secondary programs and in the preparation for graduation with the goals for achieving entrance to post-secondary programs
2. Career Development and Counseling
 - Responsible for providing career counseling and identifying/developing career paths with clients at the secondary levels, to include course selection grades 9-12
 - Responsible for organizing and conducting job search opportunities.
3. Personal Development and Counseling
 - Responsible for providing personal counseling for students or for making referrals to appropriate agencies or departments
 - Assists students in their transition to new schools and monitors and assists them in their progress
4. Other
 - Maintains CLFN Resource Room
 - Assists in the acquisition of funding and other services on behalf of students and monitors and assists them in the process (i.e. school trips, extra-curricular activities, sports and snack program)

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- Performs other such duties as may be reasonably required by the Manager of Provincial and Special Education

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

EDUCATION:

- A Post-Secondary Program related to Education/Native Counseling Training In addition to the basic education requirements of the position, it is beneficial if the incumbent possess the following attributes for their position:
- Understanding of math and literacy skills curriculum for grades 9 – 12

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Familiarity with youth, especially intermediate and secondary students
- Good knowledge of education and community support services; experience in teaching/tutoring and career counseling is recommended
- Sensitivity to Issues affecting the First Nation
- Exhibits a high degree of initiative and self-direction; good analytical, organizational, and communications skills
- Good background in research; ability to conceptualize; high-level computer skills
- Excellent group facilitation skills
- Ability to work with tact and discretion; good public relations skills; 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

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. This position has an annual layoff at the end of the school year returning one week before the start of the school year. Hourly range for this position is **\$28.20 to \$30.70**.

APPLICATION:

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