



**Posted: May 24<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** (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.

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

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- 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

#### **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:**

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 June 14<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: May 24, 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 purpose of this position is to coordinate the planning, delivery, program organization and promotion of a variety of recreation programs and community events at Curve Lake First Nation. Will be required to execute 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:

#### **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

#### **Recreation**

- Provide administrative support to Recreation Portfolio Councillors/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

#### **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\

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**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
- 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 **\$50,906 to \$55,431** 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.

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

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#### **Deadline for Applications: Open until filled.**

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 24, 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 Contract** position (until April 2025):

### **Policy Administrator Government Services and Administration Building**

The Policy Administrator will be responsible for conducting research, analyzing data, and providing strategic recommendations to support the revision, development and implementation of policies that align with the community's vision and goals.

The duties and responsibilities of this position are categorized into five (5) main functions:

1. **Policy Research and Analysis:**

- Conduct comprehensive research on various policy issues affecting Curve Lake First Nation
- Analyze data, legislation, and best practices to identify trends, opportunities, and challenges relevant to policy development and implementation.
- Prepare well-researched reports, briefings, and presentations to communicate findings and recommendations to key stakeholders.

2. **Stakeholder Engagement:**

- Collaborate with community members, leaders, and external stakeholders to gather input and feedback on proposed policies.
- Build and maintain positive relationships with government agencies, Indigenous organizations, and other partners to advance Curve Lake First Nation's policy objectives.

3. **Policy Development and Implementation:**

- Work closely with departmental teams to develop and refine policies, procedures, and guidelines that reflect the needs and priorities of Curve Lake First Nation.
- Assist in the drafting and review of policy documents, ensuring clarity, coherence, and alignment with relevant laws and regulations.
- Support the implementation and evaluation of policies, monitoring progress and identifying areas for improvement.

4. **Capacity Building and Training:**

- Provide training and support to staff and community members on policy-related matters, promoting understanding and compliance with established policies and procedures.
- Contribute to the development of training materials, workshops, and educational resources to enhance policy literacy within Curve Lake First Nation.

5. **Procurement:**

- Assist with procurement processes and policy compliance for Curve Lake First Nation, ensuring efficient, cost-effective, and culturally sensitive acquisition of goods and services.
- Assist with the development and implementation of procurement strategies aligned with the goals and values of Curve Lake First Nation.
- Assist with monitoring procurement contracts, ensuring compliance with all terms and conditions, and resolving any disputes or issues that may arise.
- Ensure that all procurement processes are culturally sensitive and respectful of the traditions and values of Curve Lake First Nation.





- Maintain accurate and up-to-date records of all procurement transactions.
- Assist with the preparation of reports on procurement activities, budget performance, and vendor performance for senior management and Council.

**QUALIFICATIONS: (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:

- Degree or diploma in Paralegal/Law Clerk, Political Science, Indigenous Studies, or a related field.
- Minimum of 2-3 years of experience in policy analysis, research, or development, preferably in a governmental or Indigenous community setting.

**RATED REQUIREMENTS:**

**Knowledge/Skills/Abilities:**

- Strong analytical skills with the ability to interpret complex data and information.
- Excellent written and verbal communication skills, with the ability to convey complex concepts clearly and persuasively.
- Demonstrated ability to work collaboratively in a team environment and build positive relationships with diverse stakeholders.
- Knowledge of Indigenous history, culture, and governance structures, with a commitment to advancing Indigenous rights and interests.
- Familiarity with relevant software and tools for data analysis and presentation (e.g., Microsoft Office, statistical software).
- Knowledge of First Nations culture, history, values and protocol
- Knowledge of current Federal and Provincial legislation, policy and programs that impact Education in First Nation communities
- Experience in the education field an asset
- Ability to work after hours and/or weekends, as needed
- Excellent oral and written communication skills
- Proven experience and ability in conducting research and analysis
- Ability to work and interact as a team member while respecting lines of authority and reporting requirements
- Sound judgement and good work ethic
- Computer literate (including Microsoft Word, Excel, database software, email)
- Excellent time 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 **Full Time Contract** position beginning immediately. Annual range for this position is **\$51,744 – \$56,343** based on a 39.5 work week.

#### **APPLICATION:**

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

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**Deadline for Applications: Friday June 7<sup>th</sup>, 2024.**

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 24, 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** position:

### **Gaming Revenue Fund Administrator Government Services and Administration Building**

This position is responsible for implementing the strategies and directions put forward by the Gaming Revenue Fund Committee to ensure that a timely, efficient, and effective process for the administration of the Gaming Revenue funds is developed and implemented by the Curve Lake First Nation.

Responsible for administrative duties regarding inquiries about eligibility, policies, and procedures, etc., of the Curve Lake Community Gaming Revenue Fund. This position will be required to report all inquiries and prepare recommendations to the Gaming Revenue Fund Committee at mandatory committee meetings.  
with the Director of Finance and all members of staff.

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

#### **Committee Administration**

- Responsible for meeting with potential clients
- Familiarizing potential clients with the application process and providing assistance and support when needed
- Reports client information (statement of intent/application forms) to the Gaming Revenue Fund Committee, for review
- Clerical duties such as photocopying, filing and inputting data
- Record minutes and submit minutes for approval
- Responsible for preparing summary reports for Committee/Council review
- Providing support to committee for funding decisions
- Providing support to Council for funding decisions
- Provide project support to applicants
- Provide reports to Gaming Revenue Fund Committee during mandatory committee meetings
- Responsible for preparing annual reports to Gaming Revenue Fund Committee, Council and community meetings
- Prepare communications to community on an ongoing regular basis
- Promotion of the Gaming Revenue Fund process to the community
- Prepare committee agenda and packages
- Arrange for payment of honoraria
- Review Statement of Intent and Applications to ensure they are accurate and complete

#### **Financial Administration**

- Responsible to Curve Lake Gaming Revenue Fund Committee for the effective and efficient administration of the financial affairs of the Curve Lake Community Gaming Revenue Fund
- Responsible for the processing and monitoring of grant payments
- Monitors the cash flow; ensures compliance with the policy and administrative objectives of the Curve Lake Community Gaming Revenue Fund
- Works with Finance Department to ensure effective and efficient administration of the Curve Lake community Gaming Revenue Funds
- Responsible for navigating Accounting Software to prepare accounts payable, deposits and monthly reconciliations
- Maintain proper financial documents for files and annual audit

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- Reconciliation of CLFN business accounts & credit card transactions
- Back-up to finance for Temporary receipts, A/P, A/R, and payroll activities

**QUALIFICATIONS: (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:

- College or University degree/credits in business related fields an asset
- Applicant must have extensive knowledge of software applications, such as word processing, spreadsheets and database management

**RATED REQUIREMENTS:**

**Knowledge/Skills/Abilities:**

- Must have proven ability to work independently as well as in a team setting
- Excellent interpersonal skills
- Proven ability to communicate verbally and in writing
- Applicant must be well organized and possess good time management skills
- Must be courteous and responsive
- Applicant must have bookkeeping skills
- Basic understanding of accounting processes and procedures
- High level of secretarial skills, good knowledge of office practice
- Able to respond in a positive manner to changing priorities/goals
- Interact professionally with clients and promptly reply to requests
- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction
- Be able to maintain objectivity
- Ability to speak publicly

**Personal Suitability:**

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

**TERMS OF EMPLOYMENT:**

This is a **Full Time Permanent** position beginning immediately. Hours are flexible from Monday to Friday. Annual range for this position is **\$46,716 - \$49,830** based on a 39.5 work week.

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## **APPLICATION:**

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**Deadline for Applications: Friday June 7<sup>th</sup>, 2024 at 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 24, 2024**  
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## EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Full Time Permanent** position:

### **Financial Analyst Government Services and Administration Building**

The Financial Analyst is responsible for providing support to the comptrollership of the financial affairs of the Curve Lake First Nation. The Analyst is responsible to work in partnership with the Director of Finance and all members of staff.

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

#### **Payroll Function**

- Have full working knowledge of Legislation affecting employee payments
- Oversee the input of employee payroll and benefits into accounting software
- Monthly reconciliation of pension and benefits ledger accounts
- Act as a secondary contact to work with the Pension provider in the management of the Curve Lake Pension Fund
- Act as a secondary contact to work with the Benefits provider in the management of the Curve Lake Benefits program
- Assist with upkeep and maintenance of attendance management software

#### **Budget Forecasting and Analysis**

- Work with all program staff to ensure accurate financial information is available to Senior Management and Council for decision making
- Support program budget development for Finance Committee Recommendation to Council
- Ensure all staff are aware of their financial responsibilities related to budget management
- Assist in the analysis of program budgets and expenditures
- Conduct regular program budget review e.g. Variance reporting - planned vs. actuals
- Coordinate all financial reporting

#### **Ensuring the Financial Management of the First Nation Assets**

- Ensure monthly financial activities are completed including distribution of financial statements and transaction listings in a timely manner
- Lead coordination of quarterly financial reporting
- Manage the Tangible Capital Asset (TCA) database and ensure staff are submitting appropriate paperwork for the acquisition and disposal of assets
- Manage Sage 300 and other data bases, i.e. Housing and other internal financial systems as required
- Provide administrative support for preparation of financial and data base information for reporting to Council or other agencies
- Reconcile on a monthly basis all First Nation Bank Accounts and identify discrepancies to the Director of Finance
- Input of accounts payable and accounts receivable as required



### **Per Capita Distribution**

- Day-to-day activities relating to the ITS (Islands in the Trent) Minor Trust including communication with the bank(s) to ensure cheques are ordered, received, and accurate
- Communicate in partnership with the Membership Clerk to ensure Curve Lake First Nation membership information is updated
- Participate in the Per Capita Distribution (PCD) Working Group quarterly meetings
- Ensure procedures and guidelines are being met before distribution of funds
- Track all PCD's for audit purposes

### **Procurement Strategy**

- Ensure adherence to all principles and guidelines in the Procurement Policy
- Assist to ensure appropriate spending authorities and procedures are in place to ensure effective and efficient program delivery to the community as set out in the Procurement Policy
- Assist all programs in determining value for money purchases in place of the Finance Director when the need arises

### **QUALIFICATIONS: (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:

- Chartered Professional Accountant designation or CAFM preferred
- Business Administration Degree/Diploma with financial management experience
- Ten or more years of equivalent financial administration experience (applicant must demonstrate how work experience meets requirements)

#### **RATED REQUIREMENTS:**

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

- Knowledge of Curve Lake First Nation operation and services
- Knowledge of budget forecasting and analysis
- Knowledge of financial management practices
- Ability to produce financial and ad hoc reports using accounting software
- Ability to prepare and reconcile monthly bank statements
- Ability to do analysis of program budgets and expenditures
- Respect for confidentiality is a must
- Willing to work flexible hours
- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

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

This is a **Full Time Permanent** position beginning immediately. Annual range for this position is **\$61,590 - \$65,696** based on a 39.5 work week.

#### **APPLICATION:**

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**Deadline for Applications: Friday June 7<sup>th</sup>, 2024 at 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.