



Posted: September 6th, 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 DEVELOPMENT LEAD Government Services and Administration Building

This position will be responsible for leading and managing consultations with Development proponents for example but not limited to; local and regional municipalities, development companies, etc. on behalf of the First Nation. This role requires an understanding of Development projects, the impacts on First Nation lands and communities, and the ability to effectively communicate and assist in negotiating with proponents and the community. The successful candidate will ensure that the interests, rights, and concerns of the First Nation are represented and addressed throughout the consultation process.

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

1. Consultation Management:

- Lead and coordinate consultation processes with Development project proponents in alignment with the CLFN Consultation and Accommodation Standards, and the Archaeological Protocol.
- Develop and implement consultation strategies that reflect the interests and concerns of the First Nation community.
- Ensure compliance with regulatory requirements and protocols for consultation.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

2. Stakeholder Engagement:

- Establish and maintain relationships with Development proponents, regulatory bodies, and other stakeholders.
- Facilitate meetings, workshops, and community engagement sessions to gather input and provide updates on Development project developments.
- Act as the primary point of contact for Development proponents regarding consultation matters.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

3. Technical Review & Analysis:

- Review technical documents, environmental assessments, and project proposals to identify potential impacts on the First Nation.
- Work with technical experts to understand and evaluate the implications of Development projects. Manage contracts with technical experts as required.
- Provide clear and concise summaries of technical information to community members and leadership.

4. Negotiation & Advocacy:

- Initiate the negotiation of agreements, benefits, and mitigation measures with proponents to address the First Nation's concerns.
- Advocate for the protection of the First Nation's rights, lands, and resources in all consultation activities.
- Ensure that the First Nation's legal and cultural interests are upheld throughout the consultation process.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.



5. Reporting & Documentation:

- Prepare detailed reports, presentations, and briefing materials to help facilitate community decision making processes.
- Maintain accurate records of all consultation activities, agreements, and communications.
- Provide regular updates to Senior Management on the status and outcomes of consultations.

6. Community Engagement:

- Engage with community members to gather feedback and ensure their voices are heard in the consultation process.
- Educate and inform the community about Development projects and their potential impacts.
- Foster a transparent and inclusive consultation process that respects the community's values and traditions.

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

EDUCATION:

- Degree or diploma in Environmental Studies, Indigenous Studies, Development or Management, or a related field, or minimum of 3-5 years of experience in consultation, negotiation, or project management, preferably within the Development sector or working with First Nation communities, governmental consultation/engagement activities.

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Strong understanding of First Nation rights, governance, and consultation processes.
 - Knowledge and appreciation of First Nations' culture, traditions, and history
 - Knowledge of the Duty to Consult and Accommodate legislation and Section 35 rights.
 - Knowledge of the Williams Treaties and Curve Lake First Nation Treaties and Territory.
 - Knowledge of *United Nations Declaration on the Rights of Indigenous Peoples and Free, Prior, Informed Consent, Royal Commission on Aboriginal Peoples, and the Truth and Reconciliation Commission: Calls to Action*.
 - Knowledge of industry, environmental assessment and impact assessment processes, and regulatory permitting processes.
 - Knowledge of provincial, federal, and municipal policies and legislation specific to rights and resources.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to gather data, analyze and synthesize results and formulate concise conclusions and recommend or make decisions based on the analysis.
- Ability to review, analyze, and synthesize technical documents and translate complex information for diverse audiences.
- Demonstrated ability to work collaboratively with diverse stakeholders.
- Commitment to the principles of community involvement, cultural respect, and environmental stewardship.
- Computer software knowledge including word processing, spreadsheet, presentation, database, and electronic mail software.
- Access to reliable transportation.

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is **\$64,837 - \$69,159**.

APPLICATION:

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

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if currently employed with Curve Lake First Nation, 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

Deadline for Applications: Friday September 20th, 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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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 ENERGY LEAD **Government Services and Administration Building**

This position will be responsible for leading and managing consultations with Energy proponents on behalf of the First Nation. This role requires an understanding of Energy projects, the impacts on First Nation lands and communities, and the ability to effectively communicate and negotiate with proponents and the community. The successful candidate will ensure that the interests, rights, and concerns of the First Nation are represented and addressed throughout the consultation process.

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

1. Consultation Management:

- Lead and coordinate consultation processes with Energy project proponents in alignment with the CLFN Consultation and Accommodation Standards, and the Archaeological Protocol.
- Develop and implement consultation strategies that reflect the interests and concerns of the First Nation community.
- Ensure compliance with regulatory requirements and protocols for consultation.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

2. Stakeholder Engagement:

- Establish and maintain relationships with Energy proponents, regulatory bodies, and other stakeholders.
- Facilitate meetings, workshops, and community engagement sessions to gather input and provide updates on Energy project developments.
- Act as the primary point of contact for Energy proponents regarding consultation matters.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

3. Technical Review & Analysis:

- Review technical documents, environmental assessments, and project proposals to identify potential impacts on the First Nation.
- Work with technical experts to understand and evaluate the implications of Energy projects. Manage contracts with technical experts as required.
- Provide clear and concise summaries of technical information to community members and leadership.

4. Negotiation & Advocacy:

- Initiate the negotiation of agreements, benefits, and mitigation measures with proponents to address the First Nation's concerns.
- Advocate for the protection of the First Nation's rights, lands, and resources in all consultation activities.
- Ensure that the First Nation's legal and cultural interests are upheld throughout the consultation process.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.



5. Reporting :

- Prepare detailed reports, presentations, and briefing materials to help facilitate community decision making processes.
- Maintain accurate records of all consultation activities, agreements, and communications.
- Provide regular updates to Senior Management on the status and outcomes of consultations.

6. Community Engagement:

- Engage with community members to gather feedback and ensure their voices are heard in the consultation process.
- Educate and inform the community about Energy projects and their potential impacts.
- Foster a transparent and inclusive consultation process that respects the community's values and traditions.

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

EDUCATION:

- Degree or diploma in Environmental Studies, Indigenous Studies, Energy or Management, or a related field, or minimum of 3-5 years of experience in consultation, negotiation, or project management, preferably within the Energy sector or working with First Nation communities, governmental consultation/engagement activities.

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Strong understanding of First Nation rights, governance, and consultation processes.
 - Knowledge and appreciation of First Nations' culture, traditions, and history
 - Knowledge of the Duty to Consult and Accommodate legislation and Section 35 rights.
 - Knowledge of the Williams Treaties and Curve Lake First Nation Treaties and Territory.
 - Knowledge of *United Nations Declaration on the Rights of Indigenous Peoples and Free, Prior, Informed Consent, Royal Commission on Aboriginal Peoples, and the Truth and Reconciliation Commission: Calls to Action.*
 - Knowledge of industry, environmental assessment and impact assessment processes, and regulatory permitting processes.
 - Knowledge of provincial, federal, and municipal policies and legislation specific to rights and resources.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to gather data, analyze and synthesize results and formulate concise conclusions and recommend or make decisions based on the analysis.
- Ability to review, analyze, and synthesize technical documents and translate complex information for diverse audiences.
- Demonstrated ability to work collaboratively with diverse stakeholders.
- Commitment to the principles of community involvement, cultural respect, and environmental stewardship.
- Computer software knowledge including word processing, spreadsheet, presentation, database, and electronic mail software.
- Access to reliable transportation.

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TERMS OF EMPLOYMENT:

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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.



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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 contract position, ending March 31, 2025.**

I.T. Technician – Level II **Curve Lake Administrative Building**

This position is responsible for providing technical assistance and support to end-users in a prompt and efficient manner. This position operates at various levels, with the specific duties and responsibilities varying based on the technician's expertise and experience. The Leveled IT Technician assists in resolving hardware, software, and network-related issues, ensuring the smooth operation of computer systems and technology within the organization.

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

Help Desk Support

- Provide first-line technical support to end-users via phone, email, or in-person.
- Assist users with basic troubleshooting and issue resolution, including password resets, software installations, and printer configurations.
- Log all support requests and incidents in the ticketing system, ensuring accurate and detailed documentation.

Hardware and Software Maintenance:

- Perform routine maintenance on computers, printers, and other hardware devices.
- Install, update, and configure software applications as needed.
- Ensure antivirus and security software are up-to-date on all systems.

User Training and Onboarding:

- Assist in providing basic training to new employees on standard software and hardware usage.
- Set up workstations for new hires and ensure they have necessary access rights.

Advanced Technical Support:

- Handle more complex IT issues escalated from Level 1 support.
- Troubleshoot network connectivity problems, system crashes, and hardware failures

System Administration:

- Assist with maintaining and managing user accounts, permissions, and access controls.
- Monitor system performance and take proactive measures to ensure optimal efficiency.

I.T. Projects and Upgrades:

- Participate in IT projects, such as software rollouts, hardware upgrades, or network expansions.
- Collaborate with other IT staff and departments to implement technology solutions.

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

EDUCATION:

- High school diploma or equivalent; with minimum 1-2 years' experience

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RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Knowledge of computer systems, hardware, software, and networks.
- Strong problem-solving and troubleshooting skills.
- Excellent communication and customer service abilities.
- Ability to work both independently and as part of a team.
- Willingness to stay updated with industry trends and technologies.

TERMS OF EMPLOYMENT:

This is a **Full-Time Term contract** position beginning immediately. Salary range for this position is **\$51,594 – 52,465** based on a 39.5 work week until March 31, 2025.

APPLICATION:

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

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Curve Lake, Ontario KOL 1R0
Phone (705) 657-8045 Fax (705) 657-8708
recruitment@curvelake.ca

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



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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.

Custodian Curve Lake Health Centre

The purposes of this position are:

- To repair and maintain First Nation properties and buildings within the administrative policies and procedures established by the General Manager and as directed by the Maintenance Coordinator;
- To provide cleaning and maintenance services for The Curve Lake Health Centre.

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

1. Property Maintenance

- Discusses plans and schedules with the Manager, Health and Family Services
- Provides cleaning and maintenance services for First Nation properties and buildings, including, but not limited to: The care and cleaning of all surfaces and service facilities, waste collection and disposal, window washing, painting, minor repairs
- Provides outside maintenance of grounds, gardens, parking lots, ramps, steps, and sidewalks on a year round basis including, but not limited to: Grass cutting, raking and fertilization, parking lot cleaning and minor repairs, litter/garbage collection and disposal, de-icing, snow shoveling, snow removal, sanding
- Services and repairs equipment
- Responsible for adherence to occupational health and safety procedures

2. Clinic

- Disinfect exam tables, chairs, sinks
- Wipe down floors daily (between appointments in winter)
- Water and sand

3. Other

- Keep pantry tidy
- Clean freezers as needed
- Clean fridge weekly
- Wash tea towels weekly
- Wash dishes daily
- Sanitize water coolers – 6 months
- Wash chairs weekly as needed in sitting area
- Disinfect all doors
- Order cleaning supplies
- Make arrangements to have furnaces serviced
- Recycle garbage
- Soap and shampoo for showers



- Water softener salt ordered and filled as needed
- Maintain pool supplies
- Paper towels
- Keep supply room tidy
- Performs such other related duties as may reasonably be required by the Manager, Health and Family Services.

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

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

- Good knowledge of waste management principles and practices;
- Must possess general maintenance skills;
- Initiative and judgment;
- Good physical condition
- Good public relations skills
- Show initiative and judgment
- Good physical condition
- Good public relation skills

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- 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. Salary range for this position is **\$40,012 - \$42,680** based on a 39.5 work week.

Government Service Building
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Curve Lake, Ontario K0L1R0



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APPLICATION:

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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.

Anishnaabemowin Coordinator Curve Lake Cultural Centre

The purposes of this position are:

- Contributes to the overall Curve Lake First Nation Organization by providing for the overall Anishnaabemowin retention and learning.
- Reporting to the Cultural Preservation Manager, the Anishnaabemowin Coordinator will oversee all Anishnaabemowin program development and management within the organization and community.
- Will establish and maintain positive working relationships with others both internally and externally to achieve the goals of the Organization.

The duties and responsibilities of this position are as follows:

- Work in close collaboration with the Cultural Preservation Manager, Culture Centre staff, and education staff.
- Coordinate the development of a Strategic Plan for the revitalization of Anishnaabemowin for the department community to include needs assessment for the community.
- Research and develop an Anishnaabemowin resource network for the organization.
- Support staff within the organization with facilitation services for children, youth, staff and community.
- Working with Anishnaabe Elders and Anishnaabemowin Keepers on translations
- Coordinate and oversee the resources (videos and app) for community.
- Responsible for tracking of Anishnaabemowin use at CLFN and reporting trends to the Cultural Preservation Manager
- Monitor, maintain and facilitate language initiatives within the community.
- Coordinate annual Anishnaabemowin Symposium for the community.
- Develop and monitor budgets for Anishnaabemowin initiatives with Cultural Preservation Manager
- Provide written reports, workplan and proposals for Anishnaabemowin program and/or initiatives.
- Maintain a current list of online language resources to be shared on media feeds and CLFN website.

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

EDUCATION:

- Post-Secondary degree or diploma in Anishnaabemowin or a demonstrated lived experience learning Anishnaabemowin.
- Fluent or working towards fluency in Anishnaabemowin (Mississauga Dialect) and Culture of the Michi Saagig peoples.
- Minimum of 3-5 years' experience working with a focus on Anishnaabemowin

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RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Ability to multi-task and meet multiple and/or unexpected deadlines in a demanding environment.
- Ability to take initiative to complete an assigned task.
- Ability to work within a team setting
- Displays initiative and strong interpersonal skills
- Good time management and organizational skills
- Strong communication skills, both written and verbal
- Dynamic creative and visionary

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Salary range for this position is **\$60,018 - \$64,020** based on a 39.5 work week.

APPLICATION:

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

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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:

PRIMARY TEACHER **Curve Lake First Nation School**

The purpose of this position is:

- Teach the students at the Curve Lake First Nation School.

Duties:

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

1. Program Planning

- Assists in planning the overall school program i.e. field trips, special interest programs and other extracurricular activities
- Evaluates, selects and modifies resources and activities to address curriculum objectives and student learning needs
- Plans appropriate program evaluation tools
- Collaborates with colleagues in planning and lesson delivery as necessary
- IEP/IBP development to ensure all students needs are met

2. Program Implementation

- Communicates learning objectives to students and parents
- Captures student attention and supervises students during lessons
- Delivers lessons using appropriate delivery strategies for students to maximize student learning i.e. lecture, discussion, group learning
- Provides students with guidance, direction and other opportunities to facilitate learning
- Monitors instruction by observing student involvement, interpreting student responses to determine opportunities for praise, prompts, extensions and corrective feedback and by providing feedback to student responses
- Conducts his/her class in accordance with the school timetable and to make the timetable available to students, parents, the Principal and Director of Education
- Assists with the implementation of school programs i.e. participating in special events, field trips, special interest programs and other extra-curricular activities
- Implement IEP for students

3. Program Evaluation

- Conducts self-evaluations on a regular basis
- Reviews, evaluates and revises classroom programs
- Evaluates student performance/progress by administering formative evaluation/tests to measure student progress towards objectives
- Conducts summative evaluations to measure student achievement of objectives
- Completes a Long Range Plan and Growth Plan



4. Learning Environment

- Organizes and manipulates the learning environment to maximize student learning while giving assiduous attention to the health, safety and comfort of the students
- Maintains proper order and discipline in the classroom, throughout the school and on school property
- Helps students develop positive self-concepts by understanding and adapting to individual differences of students
- Organizes and operates a learning environment which challenges and empowers students to reach their highest potential

5. Professionalism

- Makes a commitment to be knowledgeable and respectful of cultural differences that occur when teaching aboriginal students
- Contributes as a member of the educational team at the school and in the Curve Lake First Nation Education system
- Establishes and maintains professional relations with Principal, staff, Director of Education, students, parents, education committee and the community
- Participates in professional development days as approved by Director of Education
- Notifies Principal or designate if he/she is to be absent from school and the reason and completes leave request forms
- Delivers any and all school property in his/her possession to the Principal or Director of Education when his/her employment contract with Curve Lake First Nation has expired, or when for any reason his/her employment has ceased

6. Decision Making

- Makes consistent, educationally sound decisions within the framework of established school policies and procedures
- Provides justification for decisions reached as required and appropriate
- Makes decisions based on good judgment, tact and discretion

7. Records

- Maintains accurate and up-to-date records of attendance, class lists, student performance and other records (Including the Ontario School Record) required by the school

8. Communication

- Communicates effectively in both oral and written forms with co-workers, other education staff, parents and students

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

Education & Experience:

- Bachelor of Education
- Primary Qualifications
- Current member of the OCT in good standing

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Knowledge of classroom management techniques
- Knowledge of differentiated instructional practices
- Knowledge of assessment and evaluation practices

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- Subject/curriculum/content knowledge in early learning/primary setting
- Excellent organizational and communication skills
- Knowledge of and experience working with First Nation children
- Familiar with literacy and numeracy initiatives
- Understanding of current Early Learning approaches
- Ability to create an engaging and effective learning environment
- Demonstrated ability to work collaboratively with all staff
- Strong appreciation of, and empathy with the needs of children
- Exhibits a high degree of initiative and self-direction
- Appreciates the need for ongoing communication with students and parents
- Experience with and/or commitment to School Success/Improvement Plan
- An appreciation of the language and culture of the First Nation
- Knowledge and proficient use of technology

TERMS OF EMPLOYMENT:

This is a Full-Time permanent position beginning August 19th, 2024 . Annual salary range for this position is **\$61,380 - \$72,176** based on a 39.5 hours work week.

APPLICATION:

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Deadline for Applications: OPEN UNTIL FILLED

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



Posted: September 6th, 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 INFRASTRUCTURE LEAD Government Services and Administration Building

This position will be responsible for leading and managing consultations with Infrastructure proponents on behalf of the First Nation. This role requires a deep understanding of Infrastructure projects, the impacts on First Nation lands and communities, and the ability to effectively communicate and negotiate with proponents and the community. The successful candidate will ensure that the interests, rights, and concerns of the First Nation are represented and addressed throughout the consultation process.

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

1. Consultation Management:

- Lead and coordinate consultation processes with Infrastructure project proponents in alignment with the CLFN Consultation and Accommodation Standards, and the Archaeological Protocol.
- Develop and implement consultation strategies that reflect the interests and concerns of the First Nation community.
- Ensure compliance with regulatory requirements and protocols for consultation.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

2. Stakeholder Engagement:

- Establish and maintain relationships with Infrastructure proponents, regulatory bodies, and other stakeholders.
- Facilitate meetings, workshops, and community engagement sessions to gather input and provide updates on Infrastructure project developments.
- Act as the primary point of contact for Infrastructure proponents regarding consultation matters.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

3. Technical Review & Analysis:

- Review technical documents, environmental assessments, and project proposals to identify potential impacts on the First Nation.
- Work with technical experts to understand and evaluate the implications of Infrastructure projects. Manage contracts with technical experts as required.
- Provide clear and concise summaries of technical information to community members and leadership.

4. Negotiation & Advocacy:

- Initiate the negotiation of agreements, benefits, and mitigation measures with proponents to address the First Nation's concerns.
- Advocate for the protection of the First Nation's rights, lands, and resources in all consultation activities.
- Ensure that the First Nation's legal and cultural interests are upheld throughout the consultation process.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.



5. Reporting & Documentation:

- Prepare detailed reports, presentations, and briefing materials to help facilitate community decision making processes.
- Maintain accurate records of all consultation activities, agreements, and communications.
- Provide regular updates to Senior Management on the status and outcomes of consultations.

6. Community Engagement:

- Engage with community members to gather feedback and ensure their voices are heard in the consultation process.
- Educate and inform the community about Infrastructure projects and their potential impacts.
- Foster a transparent and inclusive consultation process that respects the community's values and traditions.

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

EDUCATION:

- Degree or diploma in Environmental Studies, Indigenous Studies, Development or Management, or a related field, or minimum of 3-5 years of experience in consultation, negotiation, or project management, preferably within the Development sector or working with First Nation communities, governmental consultation/engagement activities.

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Strong understanding of First Nation rights, governance, and consultation processes.
 - Knowledge and appreciation of First Nations' culture, traditions, and history
 - Knowledge of the Duty to Consult and Accommodate legislation and Section 35 rights.
 - Knowledge of the Williams Treaties and Curve Lake First Nation Treaties and Territory.
 - Knowledge of *United Nations Declaration on the Rights of Indigenous Peoples and Free, Prior, Informed Consent, Royal Commission on Aboriginal Peoples, and the Truth and Reconciliation Commission: Calls to Action.*
 - Knowledge of industry, environmental assessment and impact assessment processes, and regulatory permitting processes.
 - Knowledge of provincial, federal, and municipal policies and legislation specific to rights and resources.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to gather data, analyze and synthesize results and formulate concise conclusions and recommend or make decisions based on the analysis.
- Ability to review, analyze, and synthesize technical documents and translate complex information for diverse audiences.
- Demonstrated ability to work collaboratively with diverse stakeholders.
- Commitment to the principles of community involvement, cultural respect, and environmental stewardship.
- Computer software knowledge including word processing, spreadsheet, presentation, database, and electronic mail software.
- Access to reliable transportation.

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is **\$64,837 - \$69,159**.

APPLICATION:

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

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if currently employed with Curve Lake First Nation, 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

Deadline for Applications: Friday September 20th, 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: September 6th, 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 ARCHAEOLOGY LEAD Government Services and Administration Building

This position will be responsible for leading and managing consultations with Archaeology projects and proponents on behalf of the First Nation. This role requires an understanding of Archaeology projects, the impacts on First Nation lands and communities, and the ability to effectively communicate and negotiate with proponents and the community. The successful candidate will ensure that the interests, rights, and concerns of the First Nation are represented and addressed throughout the consultation process.

1. Consultation Management:

- Lead and coordinate consultation processes with Archaeology projects in alignment with the CLFN Consultation and Accommodation Standards, and the Archaeological Protocol.
- Develop and implement consultation strategies that reflect the interests and concerns of the First Nation community.
- Ensure compliance with regulatory requirements and protocols for consultation.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

2. Stakeholder Engagement:

- Establish and maintain relationships with Archaeology projects and proponents, regulatory bodies, and other stakeholders.
- Facilitate meetings, workshops, and community engagement sessions to gather input and provide updates on Archaeology project developments.
- Act as the primary point of contact for Archaeology projects and proponents regarding consultation matters.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.

3. Technical Review and Analysis:

- Review technical documents, and project proposals to identify potential impacts on the First Nation.
- Work with other technical experts to understand and evaluate the implications of Archaeological projects. Manage contracts with technical experts as required.
- Provide clear and concise summaries of technical information to community members and leadership.

4. Negotiating and Advocacy:

- Initiate the negotiation of agreements, benefits, and mitigation measures with proponents to address the First Nation's concerns.
- Advocate for the protection of the First Nation's rights, lands, and resources in all consultation activities.
- Ensure that the First Nation's legal and cultural interests are upheld throughout the consultation process.
- Work with other Consultation Department staff, staff from other Departments, and external supports to ensure alignment and consistency in the approach.



5. Reporting and Documentation

- Prepare detailed reports, presentations, and briefing materials to help facilitate community decision making processes.
- Maintain accurate records of all consultation activities, agreements, and communications.
- Provide regular updates to Senior Management on the status and outcomes of consultations.

6. Community Engagement

- Engage with community members to gather feedback and ensure their voices are heard in the consultation process.
- Educate and inform the community about Archaeology projects and their potential impacts.
- Foster a transparent and inclusive consultation process that respects the community's values and traditions.

7. Develop Archaeology Program

- Create curriculum for Cultural Heritage Technicians specific to archaeology in Ontario with a First Nations context
- Work with Consultation to facilitate Cultural Heritage Technician Training program including continuous learning, as well as ensure the implementation of the program.

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

EDUCATION:

- Degree or diploma in Environmental Studies, Indigenous Studies, Energy or Management, or a related field, or minimum of 3-5 years of experience in consultation, negotiation, or project management, preferably within the Energy sector or working with First Nation communities, governmental consultation/engagement activities.

RATED REQUIREMENTS:

Knowledge, Skills & Abilities:

- Strong understanding of First Nation rights, governance, and consultation processes.
 - Knowledge and appreciation of First Nations' culture, traditions, and history
 - Knowledge of the Duty to Consult and Accommodate legislation and Section 35 rights.
 - Knowledge of the Williams Treaties and Curve Lake First Nation Treaties and Territory.
 - Knowledge of *United Nations Declaration on the Rights of Indigenous Peoples and Free, Prior, Informed Consent, Royal Commission on Aboriginal Peoples, and the Truth and Reconciliation Commission: Calls to Action*.
 - Knowledge of industry, environmental assessment and impact assessment processes, and regulatory permitting processes.
 - Knowledge of provincial, federal, and municipal policies and legislation specific to rights and resources.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to gather data, analyze and synthesize results and formulate concise conclusions and recommend or make decisions based on the analysis.
- Ability to review, analyze, and synthesize technical documents and translate complex information for diverse audiences.
- Demonstrated ability to work collaboratively with diverse stakeholders.
- Commitment to the principles of community involvement, cultural respect, and environmental stewardship.
- Computer software knowledge including word processing, spreadsheet, presentation, database, and electronic mail software.
- Access to reliable transportation.

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TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is **\$64,837 - \$69,159**.

APPLICATION:

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APPLICATION FOR EMPLOYMENT

POSITION BEING APPLIED FOR:

PERSONAL DATA:

CERTIFICATE OF INDIAN STATUS NUMBER: _____
(IF APPLICABLE)

LAST NAME	GIVEN NAME(S)
PRESENT ADDRESS (INCLUDING POSTAL CODE)	
HOME TELEPHONE:	ALTERNATIVE PHONE:

EDUCATION

SCHOOL	COURSE OF STUDY	DATES FROM MONTH/YEAR	ATTENDED TO MONTH/YEAR	DEGREE OR DIPLOMA	DATE

OTHER COURSES, WORKSHOPS, SEMINARS AND LICENSES OR CERTIFICATES OBTAINED WHICH RELATE TO THE POSITION BEING APPLIED FOR:

Government Services Building
22 Winookedaa Road
Curve Lake, Ontario K0L1R0



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ELABORATE ON THE INFORMATION PRESENTED AND HOW THIS EXPERIENCE IS RELEVANT TO THE POSITION FOR WHICH YOU ARE APPLYING.

I HEREBY DECLARE THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

I UNDERSTAND THAT A FALSE STATEMENT MAY BE CAUSED FOR DENIAL OR IMMEDIATE TERMINATION OF EMPLOYMENT.

SIGNATURE

DATE

EMPLOYMENT REFERENCES

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER