



2017 SENIOR SUMMER STUDENT POSITIONS

APPLICATION DEADLINE IS:

12:00 PM on Friday May 19, 2017

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted from **STATUS MEMBERS FROM CURVE LAKE FIRST NATION** for the following Senior Summer Student positions:

Positions Available

- **1- Summer Student Coordinator**
- **1- Human Resources Assistant**
- **1-Community Health Nurse Assistant**
- **1-Junior Lands & Environmentalist**
- **1-Day Camp Lead**

Eligibility Criteria

- All applicants must be a Status Member of Curve Lake First Nation between the ages of 15 and 30 at the start of the Summer Student Program.
- All applicants must have been a **registered full-time student at the end of 2016/2017** academic year and **returning to school in the 2017/2018** academic year.
- A Basic Information Form is attached and the completed form **MUST BE** submitted with your application package.

Application Procedure

CLFN Student Application Forms and Individual Summer Student Position Descriptions are available at the Reception Desk at the Government Services Building and the Employment Resource Centre.

Email: LoriC@curvelake.ca

A complete Application Package consists of:

(Please use this as a checklist before handing in your application package)

- Cover Letter indicating which position you are applying for
- Completed CLFN Student Application Form
- **CPIC ◀REMEMBER! Must be attached to application or proof of receipt that application has been made. Successful candidates will be reimbursed.**
- Current Resume
- One (1) Reference that includes Name, Address and Phone Number

Applications are to be addressed to:

**Summer Student Selection Committee
Curve Lake First Nation Government Services Building
Curve Lake, ON K0L 1R0
or can be faxed in: 705-657-8708**

Please ensure that your Application Package is received at the Reception Desk at the Government Services Building **before 12:00 pm Friday May 19, 2017.**

LATE APPLICATIONS WILL NOT BE CONSIDERED.

Government Services Building
22 Winookeedaa Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

APPLICATION FOR STUDENT SUMMER EMPLOYMENT

Applicant's Name: _____

Home Phone Number: _____ Alternate Phone: _____

Applicant's Email Address: _____

Present Address (Including Postal Code): _____

POSITIONS BEING APPLIED FOR: (PLEASE LIST IN ORDER OF PRIORITY. WE RECOMMEND TRYING A NEW POSITION AFTER 2 YEARS)

#1. _____

#2. _____

Courses, Workshops, Seminars, and Licenses or Certificates obtained which relate to the position being applied for:

Date of Birth: _____ Required age is 15 to 30 years at start of term

Certificate of Indian Status Number: _____

Do you have a Social Insurance Number (SIN)? Yes No Have applied

You can provide SIN now or when offered a job _____ (optional)

Employment References – Only 1 Required – Supervisor Preferred

NAME AND OCCUPATION	ADDRESS	PHONE NUMBER

Do you have any learning challenges and require written questions in the interview?

_____ YES _____ NO

CLFN Senior Summer Student Opportunity – 2017

Community Health Nurse Assistant – (1) Position

Eligibility:

- Must be a student currently enrolled in a post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 18 and 30
- Mature student is preferred
- **The successful candidate must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Education:

- Post-Secondary (preference given to those in health related studies, environmental health, and ECE)

Duties:

- To assist the Mental Health Services & NNDAP Worker with the development and implementation of community programs
- To assist the Program Staff at the Health Centre with community health prevention and promotion activities that encourage healthy life choices
- To assist in the implementation of the community health prevention and promotion initiatives particular assistance to the Annual Health Fair
- To assist in the community based activities that enhance holistic health and well being
- Planning and organization of the Annual Health Fair
- Any other related duties as required

<u>Reports to:</u>	Community Health Nurse
<u>Term of Position:</u>	June 5th – August 24th, 2017 (Monday - Thursday) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$12.40/hour x 32 hours weekly
<u>Deadline:</u>	May 19 th @ 12 (noon)

CLFN Senior Summer Student Opportunity – 2017

Day Camp Supervisor (1) Position

Eligibility:

- Applicant must be a student currently enrolled in a post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student must be between the ages of 18 and 30 is preferred
- Student must have experience working with children and supervisor experience an asset
- Student must be mature, energetic, reliable and show initiative
- **Must provide a completed criminal reference check (CPIC) with Vulnerable Sector *Submit with application* and must be eligible to work in Canada**
- Flexible schedule and available for Fridays (to accompany Day Camp on excursions)

Education:

- Post-Secondary Program

Duties:

- Provide leadership and direction to the Day Camp staff to ensure the development and maintenance of a high quality program, which is keeping with the declared standards
- Creation of work schedules
- Coordinates an orientation for the incoming Day Camp Leaders
- Direct the day-to-day operation of the Day Camp within the prescribed financial guidelines established and immediately report any budget or registration variance to the Youth Worker
- Supervise all Day Camp Leaders and provides a written evaluation on the performance of each staff at mid-term and upon completion of Day Camp
- Establish program plans and effective methods of achieving stated goals and objectives for the Day Camp including fund raising events
- Ensure that all staff and all campers are familiar with, and abides by the health and safety in the Day Camp operations
- Plan and supervise campers during Day Camp, special events, etc.
- Maintain good relationships with the parents of Campers
- Maintain the Camp sites, and all Camp equipment and supplies. Take courteous and prompt action on complaints on Day Camp operations
- Participate in training initiatives as required
- Maintain personal behavior of a responsible exemplary nature
- Knowledge of the 7 Grandfather Teachings or willing to learn

Reports to: Youth Support Worker

Term of Position: June 5th – August 24th, 2017 (32hrs/wk)
(Training Workshops are Mandatory)

Rate of Pay: \$12.40/hour x 32 hours weekly

Deadline: May 19th @ 12 (noon)

CLFN Senior Summer Student Opportunity – 2017

Human Resources Assistant - (1) Position

Eligibility:

- Applicant must be a student currently enrolled in post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student between the ages of 18 and 30 is preferred
- Student must have computer skills, strong organizational and reporting skills
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Qualifications and Education Requirements:

- Post-Secondary Program
- Basic knowledge and understanding of Part II and Part III of the Canada Labour Code, and Freedom of Information Act;
- Must be dependable, able to follow instructions, respond to management direction, and must be able to improve performance through management feedback

Duties:

- To provide administrative support to the Human Resources Coordinator
- To assist in the planning, organizing, directing and coordination of Human Resources activities
- To assist in modifying Human Resources policies, programs and procedures as needed
- To assist in coordinating recruitment and selection, training and professional development, employee relations, communication, performance evaluation, and workplace health and safety for Curve Lake First Nation
- Perform other duties as assigned

<u>Reports to:</u>	Human Resources Coordinator
<u>Term of Position:</u>	June 5th – August 24th, 2017 (Monday - Thursday) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$12.40/hour x 32 hours weekly
<u>Deadline:</u>	May 19 th @ 12 (noon)

CLFN Senior Summer Student Opportunity – 2017

Junior Lands and Environmentalist – (1) Position

Eligibility:

- Applicant must be a student currently enrolled in secondary or post-secondary institution and must be returning to school in the fall;
- Student must be a status member of Curve Lake First Nation;
- Student must live in Curve Lake First Nation;
- Student must be between that ages of 15 and 30
- Assets would be a valid Driver's License and BOATsmart license
- **Must provide a completed criminal reference check (CPIC) *submit with application* and must be eligible for work in Canada.**

Education:

- Post-Secondary Program

Duties:

- Assist Lands Department with file management & data entry
- Assist the Lands Department with GPS/Surveying as it pertains to the location of various landmarks within CLFN
- Research environmental issue within Curve Lake First Nation
- Promote green activity or initiative to the community by designing and distributing promotional items
- Become familiar with issues related to the Duty to Consult
- Other related duties as assigned.

<u>Reports to:</u>	Lands Manager
<u>Term of Position:</u>	June 5th – August 24th, 2017 (Monday - Thursday) (Training Workshops are Mandatory)
<u>Rate of Pay:</u>	\$12.40/hour x 32 hours weekly
<u>Deadline:</u>	May 19 th @ 12 (noon)

CLFN Senior Summer Student Opportunity – 2017

Summer Student Coordinator - (1) Position

Eligibility:

- Applicant must be a student currently enrolled in post-secondary institution and must be returning to school in the fall
- Student must be a status member of the Curve Lake First Nation
- Student between the ages of 18 and 30 is preferred
- Student must have computer skills, strong organizational and reporting skills
- Must have a driver's license and reliable vehicle or access to one
- **Must provide a completed criminal reference check (CPIC) *Submit with application* and must be eligible for work in Canada**

Education Requirements:

- Post-Secondary Program

Duties:

- Organize student and administration files
- Complete and submit claim forms
- Provide Curve Lake First Nation and up to four funding sources with a mid-term and final report on their summer student positions
- Orientate summer students on short-term employment policies
- Submit weekly pay sheets to Curve Lake First Nation Finance Department
- Work with supervisors as needed to ensure work plan goals are assigned for each student
- Ensure students are meeting goals as set out by their supervisors and work plan while receiving learning experiences
- Coordinate the evaluation of students and supervisors and provide mid-term and final evaluation reports
- Maintain professional relationship with staff and students
- Assist the Employment Officer and/or Assistant Employment Officer at the Resource Centre
- Participate in training initiatives as required
- Perform other duties as assigned

<u>Reports to:</u>	Employment Officer
<u>Term of Position:</u>	June 5th – August 24th, 2017 (Monday - Thursday) (Training Workshops are Mandatory) Week of August 28th – 31 st , Final Reports
<u>Rate of Pay:</u>	\$12.40/hour x 32 hours weekly
<u>Deadline:</u>	May 19 th @ 12 (noon)