



Posted: August 16, 2017
Level II

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Management Manual, applications are now being accepted from **STATUS MEMBERS OF ANY FIRST NATION** for the following Term Full-time position:

CMHC (HOUSING) YOUTH INTERN

DUTIES:

- Provides clerical, secretarial and administrative assistance, transcribes, types and files correspondence, minutes, agendas and reports
- Assists in making travel and meeting arrangements
- Responds to telephone, staff and personal enquiries by providing factual information, or directing the questions to appropriate staff
- Compose briefing notes/updates for the Housing Coordinator, General Manager, Committee and Council
- Problem solving, entering and verifying data
- Develop and utilize spreadsheets, databases and other computer applications
- Collects key data for reporting
- Respond to enquiries from the public, verbally and written
- Ensure effective monitoring and reporting systems are used consistently and responsibly
- Ensure there are effective support systems in place, including monitoring systems, client feedback systems and effective communications and coordination

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

Education:

- Graduation from a post-secondary program *preferred*
- Ontario Secondary School Diploma

RATED REQUIREMENTS:

Knowledge/Skills:

- Secretarial and clerical skills
- Proficiency with Microsoft Excel and Word, Internet, Websites, Social media
- Excellent organizational skills

Abilities:

- Ability to communicate effectively both orally and in writing
- Ability to identify potential problems and seek quick effective solutions
- Ability to lift and carry moderately heavy items
- Ability to use professional judgment on a daily basis
- Ability to sit for extended periods of time at a computer

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Personal Suitability:

- Must exhibit a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work
- Good knowledge of office practices
- Proven ability to work with people in a professional, friendly manner
- Patience, dedication, energy, and enthusiasm

TERMS OF EMPLOYMENT:

This is a Term Full-time position beginning immediately for approximately twenty-five weeks. Hourly rate for this position is \$11.40/hour 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) 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:

Abigail McCue, Human Resources Coordinator
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708

Deadline for Applications: Friday September 1, 2017 at 12:00 (Noon)

Late applications will not be accepted. Please ensure application is date stamped by Curve Lake Government Services Building Receptionist. Only qualified applicants will be contacted for an interview.

While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview. Successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.