

Government Service Building
22 Winookeeda Road
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: December 8th, 2025
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:

Social Services Clerk Government Services Administration Building

The purpose of this position is to assist in the delivery of Social Services/Ontario Works program for residents of Curve Lake according to the administrative policies and procedures of the Curve Lake Social Services/Ontario Works Department and Ministry of Community and Social Services.

Duties:

- Meet and greet visitors at the front counter of the Ontario Works office
- Date stamp all incoming documents and distribute/file accordingly
- Provide forms as requested by client and ensure they are completed accurately with supporting documents
- Provide assistance with use of client computer, printer, photocopier and fax machine
- Assist with operations of Foodbank; including lifting/ loading, assembling of packages and distribution
- Ensure all regularly used forms are printed, available, and organized
- Create files for new clients according to Ontario Works file management practice
- Archive case files according to the Ontario Works Directives
- Bulletin board for programs and services pertaining to the needs of clients
- Support the provision of training support services in employment related skill development, budgeting, life skills or other training
- Assist clients with computers for online information needed to determine program eligibility (online banking, EI, CRA, job search, online applications, etc.)
- Create Ontario Works Program information (workshops, events, etc) for inclusion in the CLFN Newsletter and other CLFN social media (twitter, facebook, electronic sign/tv, texting line, email)
- Assist in the delivery of workshops for groups based on the needs and interests of residents of Curve Lake
- Respond to general telephone enquiries and front counter in person enquiries
- Assist in compiling monthly cheque distribution

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

Education & Experience:

- Successful completion of a post-secondary education program with a background in either office administration/ secretarial services or social services
- Experience in a Social Services setting (preferably First Nations) is preferred
- Possess a valid Driver's License and clean drivers abstract (must provide with application)

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RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Thorough and current knowledge of the services within Curve Lake First Nation
- Knowledge of the programs and services offered by Curve Lake First Nation Social Services
- Ability to lift and carry 25lbs-50lbs on a regular basis
- Excellent public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach with the public
- Must have excellent computer skills and knowledge of various computer software
- Displays initiative and strong interpersonal skills
- High level appreciation of First Nation issues
- Appreciation of the need for confidentiality and discretion
- High respect for confidentiality

TERMS OF EMPLOYMENT:

This is a **Full-Time permanent** position beginning immediately. An annual salary range of **\$46,764 - \$49,882** based on a 39.5 hours work week.

APPLICATION:

Curve Lake First Nation application forms and position descriptions can be requested by recruitment@curvelake.ca or from the Employment Resource Centre.

Application package must consist of a completed CL 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 current 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
22 Winookeedaa Road Curve Lake, ON K0L 1R0
Phone (705) 657-8045*

Or email your cover letter, resume and CL application to: recruitment@curvelake.ca

Deadline for Applications: Friday December 19th @ 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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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:

Foodbank Coordinator Food Bank Building

The purpose of this position is to deliver the Food Bank Program for residents of the Curve Lake community in accordance with the Food Bank Policy and the administrative policies and procedures of Curve Lake First Nation.

Duties for this position are:

- Schedule pick-up and delivery of Food
- Distribute food products/boxes to community members
- Stock shelves for distribution, baggage bulk food items as required
- Maintain intake forms and create client files for community members accessing food bank
- Advocate for Curve Lake First Nation in the Kawartha Food Share
- Liaise with City and County Food Bank Programs to develop and foster good neighbor relations
- Research funding opportunities to enhance operations of the food bank
- Coordinate special events, food drives and fundraising events
- Prepare monthly calendars for food safety, food preparation and food distribution
- Maintain Food Bank building and recommend purchases or maintenance services
- Maintain client intake applications and files
- Research and promote food safety, health standards, healthy cooking and eating habits
- Promote and maintain Food Handlers certification training, volunteer opportunities, etc.
- Network with Kawartha Food Share Committee Members, Nourish Program/Market, etc.
- Network with Education/Employment/Ontario Works for volunteer, school placements, summer employment
- Attends CLFN Administration meetings and reports Food Bank Program updates as required
- Ensure fair distribution of food to all clients
- Other duties as outlined by the Social Services Administrator

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

Education & Experience:

- Successful completion of Grade 12
- Food Handling certificate or willing to acquire
- CPIC Required
- Possess a valid Driver's License and clean drivers abstract (must provide with application)

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RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Extensive experience with Microsoft (Word, Excel, Power Point, Publisher, Outlook)
- Experience handling and reporting petty cash
- Be empathetic to the needs and interests of the client
- Able to maintain client files, reports, Food Bank and Just Food policies
- Be reliable to contribute to an effective team approach within Ontario Works
- Ability to communicate orally and in writing
- Ability to lift and carry 25lbs-50lbs on a regular basis
- Ability to work independently in a remote building
- Be creative and resourceful in referrals or approaches to helping clients

TERMS OF EMPLOYMENT:

This is a **Full-Time permanent** position beginning immediately. An hourly rate of **\$21.67 - \$23.12** for a 32-hour work week.

APPLICATION:

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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:

COMMUNITY HEALING AND WELLNESS WORKER **Health Centre / Wellness Building**

The purpose of this position is to provide one-to-one support and group programming to community members and provide prevention, assessment, referral, and follow-up services to individuals and families affected by mental health and substance use issues in a culturally appropriate manner.

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

1. Support and Group Programming

- Provide mental health support and group programming regarding cause, symptoms and prevention strategies in a culturally appropriate manner
- Facilitate the delivery of assigned programs utilizing appropriate community and external resources
- Prepare and maintain program schedule
- Prepare needs and risk assessments
- Maintain a comprehensive understanding of crisis management and the impact of trauma on mental health and addiction issues

2. Case Management

- Ensure client files are complete and accurate
- Complete intakes and discharge of clients
- Communicate regularly with Manager of Mental Health & Addictions regarding client progress
- Provide crisis intervention and behaviour management techniques
- Provide appropriate support to assist clients
- Identify and consult on accessing special programs as required
- Monitor, motivate and assist clients to meet their goals
- Make referrals to outside agencies
- Submit monthly client progress summary to Manager

3. Administration

- 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)
- Provide funding proposals for mental health and addiction programs and initiatives, as requested

4. Provide Community Education, Support and Activities

- Coordinate and facilitate educational workshops on mental health and addiction related topics
- Attend and sit on community and organizational committees as requested

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

EDUCATION:

- A college diploma in Human Services or related field with a minimum 5 years related work
- Knowledge of Traditional teachings, ceremonies, ways of healing and traditional medicines

Knowledge, Skills & Abilities:

- High level of organizational, written and verbal communications skills
- Displays initiative and strong interpersonal skills
- High level computer and word processing skills
- Ability to categorize and index a complex filing system
- Excellent public relations skills, including an appreciation for the need for tact, discretion and a positive, cheerful approach with the public
- Possess a basic knowledge of the Williams Treaties First Nations and Curve Lake First Nation Treaty and Traditional Territories

TERMS OF EMPLOYMENT:

This is **Full Time Permanent** position for 39.5 hours a week beginning immediately. Annual salary range for this position is **\$56,525 - \$60,293**. After hours and occasional weekends, may be required.

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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 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

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



5. Professionalism

- Makes a commitment to be knowledgeable and respectful of cultural differences that occur when teaching aboriginal students
- 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
- 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

- Communicate 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
- Subject/curriculum/content knowledge in early learning/primary setting
- Excellent organizational and communication skills
- Knowledge of and experience working with First Nation children
- 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
- 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

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TERMS OF EMPLOYMENT:

This is a Full-Time permanent position beginning immediately. Annual salary range for this position is **\$62,853 - \$73,908** based on a 39.5 hours work week.

APPLICATION:

Application forms and position descriptions are available at the Reception of the Government Services Building and the Employment Resource Centre.

Application package must consist of a completed Curve Lake 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 a full application package to the Government Services Building Receptionist to the attention of:

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22 Winookeedaa Road Curve Lake, ON K0L 1R0
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Posted: **December 8th, 2025**
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:

Registered Early Childhood Educator Oshkiigmong Early Learning Centre Buildings

The purposes of this position are the Registered Early Childhood Educator is responsible to provide a clean, caring, safe and educational program for young children and their families in a group setting. Educators are to cultivate authentic, caring relationships and connections to create a sense of belonging, nurture children's healthy development and support their growing sense of self, provide environments and experiences to engage children in active, creative, and meaningful exploration, play, and inquiry, and foster communication and expression in all forms.

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

1. Corporate

- Follow all organizational policies and procedures of Curve Lake First Nation and the Oshkiigmong Early Learning Centre
- Be aware of the values, mission statement and guiding principles of Oshkiigmong Early Learning Centre

2. Operational

- Provide a daily balance of active/quiet, indoor/outdoor and individual/group activities
- Establish and carry out daily schedule that incorporates child-directed activity, care routines and transition times
- Organize space, equipment and materials prior to activities
- Use a variety of teaching techniques including modeling, observing, questioning, demonstrating and reinforcing
- Set up daily routines to take advantage of embedded learning opportunities
- Plan and carry out experiences that promote children's understanding of their own and other cultures and value system
- Plan and carry out activities that promote problem-solving play (pretend play, creative and constructive play and games with rules)
- Organize physical and social environment to extend and expand child-directed play experiences
- Recognize and build on emergent and early literacy and numerical activities
- Represent and document children's activities – photos, display of children's drawings and printing, portfolios
- Provide experiences and play materials that actively promote anti-racist and non-sexist interactions and attitudes
- Participate in short and long term planning with the Early Learning Centre philosophy and policies
- Immediately address problem behavior without labeling the child



- Follow behavior guidance policy established by the Oshkiigmong Early Learning Centre
- Follow the Early Learning Centre procedures for maintaining health records, hygienic routines, universal precautions and administering medication and first aid
- Report all incidents, injuries and illness to the Supervisor or designate and record such incidents in the daily log, playground log and a serious occurrence, if necessary
- Monitor the indoor and outdoor environment for hazards
- Update daily children's allergies and other special conditions
- Report all incidents of suspected child maltreatment
- Release children only to persons authorized by the parent/guardians
- Follow cleaning requirements as determined by cleaning checklist
- Set up and put away (disinfect and label) sleep cots
- Seek out opportunities to recognize and respect family's child rearing practices and expert knowledge about their children
- Guide families to agencies that will allow them to enhance their children's early learning and development
- Complete daily information charts appropriate for the age group
- Discuss the program's daily events with family members at drop-off and pick-up times
- Follow licensing and other regulatory requirements

3. Human Resources

- Carry out the responsibilities of the Supervisor as the designate when requested
- Keep up-to-date with early childhood education and advocacy developments
- Maintain regular attendance and punctuality and submit accurate time sheets every month

4. Communications

- Report to the Supervisor
- Participate in staff meetings
- Maintain confidentiality of all information related to the Early Learning Centre's children, families and staff
- Ensure all correspondence is prepared and distributed professionally on approved letterhead or memo form and has been proofread

5. Financial

- Ensure approval of all purchases. Submit receipts for purchase for reimbursement

6. Health and Safety

- Maintain current First Aid, CPR, WHIMIS, and Food Handlers

7. Other

- Performs such other related duties reasonably required by the Manager of the Early Learning Centre that may include but not be limited to: Island days, planned excursions, Island sleepover, Swimming, School transition days, Professional development, Busses, Walks, Day Care Picnic, Christmas Party, Christmas Parade, Staff Meetings



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:

- Graduate of Early Childhood Education program
- Registered with the College of ECE's
- Current CPIC/Vulnerable sector
- Current First Aid/CPR Certification
- Current Food Handlers (or willing to obtain)
- Two to three years' experience may be required

RATED REQUIREMENTS:

Knowledge/Skills/Abilities:

- Strong appreciation of, and empathy with the needs of children
- Basic knowledge of Curve Lake First Nation and its business policies and processes
- Exhibits a high degree of initiative and self-direction; good oral and written communication skills; good organizational skills and ability to work in a group setting.
- Must enjoy working with and being with children; requires a sense of humour and good health.
- Patience, dedication, energy, enthusiasm and caring
- Ability to deal with non-routine situations
- Ability to handle emergencies, crisis, or hostile behavior
- Ability to maintain control in frustrating situations
- Ability to report non-routine situations to Supervisor
- Ability to maintain confidentiality of all information related to children, parents and staff
- Ability to carry/lift children and carry/lift/move moderately heavy items
- Willingness to work in conditions involving exposure to bodily fluids, infectious diseases, high noise levels and occasional inclement weather.

TERMS OF EMPLOYMENT:

This is a **Full Time Permanent** position beginning immediately. Annual range for this position is **\$53,093 - \$56,632** based on a 39.5 work week.

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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:

Educational Assistant Curve Lake First Nation School

The purposes of this position are to provide assistance to the Teachers of Curve Lake School and assist with program learning by providing supervision support while activity monitoring and preparing.

The duties and responsibilities of this position are outlined in one category:

Teaching Assistant

- Assisting the Special Education Teacher and classroom Teacher with the educational and personal needs of the student within the school policies and procedures and Individual Education/Behavior Plans (IEP/IBP)
- Assisting in ensuring inclusion with in-school and out-of-school educational activities
- Responsible for bus monitoring in the morning and afternoons
- Assisting with the preparation and maintenance of teaching materials and equipment used for the student
- Responsible for communicating student progress to the Classroom Teacher and Special Education Teacher
- Any other duties as assigned by the Special Education Teacher, Classroom Teacher, and/or Principal

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:

- Post-Secondary diploma (Educational Assistant, Early Childhood Educator or Child and Youth Worker)
- 2-3 years' experience working with children (in a school setting would be an asset)
- Basic knowledge of Curve Lake First Nation and its business policies and processes



The Educational Assistant requires a number of dynamic competencies. The incumbent must maintain strict confidentiality in performing their duties. The incumbent must also demonstrate the following personal attributes:

- Ability to take initiative to complete an assigned task
- Ability to work within a team setting
- Displays initiative and strong interpersonal skills
- Appreciation of the need for confidentiality and discretion
- Excellent public relation skills
- Must be reliable and punctual
- Displays good organizational skills
- Demonstrate sound work ethics.
- Must demonstrate and ensure a high level of personal and professional conduct.

TERMS OF EMPLOYMENT:

This is a full-time **contract** position (maternity leave) beginning **immediately – June 27, 2026**. The hourly rate for this position is **\$24.33 - \$25.96** based on a 39.5 hours work week.

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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)	
TELEPHONE:	EMAIL ADDRESS:

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:

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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