



Posted: **April 17th, 2025**
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resources Manual, applications are now being accepted for the following **Part-time Permanent** position.

Home Maintenance Worker

This position is responsible for providing home maintenance support to Home and Community Care clients.

The duties and responsibilities of this position are:

- Yard maintenance: Snow shoveling, grass cutting, raking leaves, etc.
- On-going observation, identification and reporting to Manager of Home and Community care of unusual behaviors and/or circumstances in the home that are of concern and may require attention.
- Attendance at staff meetings, in service sessions and ongoing training
- Responsible for maintaining a clean work area
- Reports accidents and/or safety concerns to the manager immediately
- Performs other job-related duties as assigned by the Manager.
- Responsible for cleaning and maintenance services in the Home and Community Care Program including but not limited to, general yard clean-up.
- Weekly garbage and recycling
- Responsible for outside maintenance of lawns, driveway, steps and emergency exit(s)
- Responsible for minor services and repairs of equipment/supplies owned by Curve Lake First Nation
- Performs other related duties as required

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

EDUCATION:

- Ontario Secondary School Diploma or a minimum of two years related experience working in maintenance and / or custodial employment

OTHER RELATED REQUIREMENTS:

- Ability to do physical work outdoors in all weather conditions
- Ability to bend and lift everyday
- Valid driver's license and use of an insured vehicle
- Current First Aid and CPR Certificate an asset (willingness to obtain)
- Familiarity with the operation and services of the Home & Community Care program
- Knowledge of cleaning and maintenance procedures
- Good communication skills, both written and oral
- Good public relations skills, including an appreciation of the need for tact and a positive, cheerful and informed approach to the public
- Knowledge of and sensitivity to Ojibwe culture, and traditions
- Ability to operate, maintain and make minor repairs to operating equipment
- Ability to operate cleaning, and snow removal equipment
- Demonstrates initiative, good judgement and is in good physical condition

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L 1R0



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- Strong appreciation of, and empathy with, the needs of our Elders
- Must have a high respect for confidentiality
- Willing to work flexible hours (365 days a year)
- Exhibits a high degree of initiative and self-direction.
- Must be punctual/dependable with a strong desire to work

TERMS OF EMPLOYMENT:

This is **Part-Time Permanent** position for a minimum 20 hours per week (can go up to 39.5 hours a week) beginning immediately. Hourly rate for this position is from **\$19.95/hour**.

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 January 30th @ 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.