



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY

GATEHOUSE ACCESS - FULL TIME POSITION

PROGRAM AREA:	PROPERTY MANAGEMENT AGREEMENT
POSITION TITLE:	GATEHOUSE ACCESS
REPORTING PROTOCOL:	REPORTS TO THE DIRECTOR OF IMPLEMENTATION AND PROPERTY MANAGEMENT OR DESIGNATE

POSITION: Reporting directly to the Director of Implementations and Property Management or Designate, the Gatehouse Access is responsible for controlling access to the former Camp Ipperwash facilities and buildings to provide a safe environment. They are responsible for assisting with supervising visitors and ensuring awareness of related procedures and protocols. They will be required to perform general maintenance duties to coincide with the Memorandum of Understanding between the Department of National Defense and the Chipewas of Kettle and Stony Point First Nation.

SKILLS REQUIRED:

- Flexible to do shift work and with minimal supervision.
- Ability to effectively communicate with the PMA Coordinator, co-workers, visitors and outside agencies that enter the former Camp Ipperwash to do work.
- Must have a vehicle or reliable transportation.
- We are a special interest organization that is primarily engaged in serving the interests of First Nation communities, preference will be given to persons of Native ancestry. Canadian Human Rights Act (R.S.C., 1985, c. H-6) s.16.(1)

EDUCATION/ PROFESSIONAL REQUIREMENTS:

- Preference will be given to successful candidate with Grade 12 diploma or equivalent.
- Three years of similar type of work experience would be an asset.
- WHMIS
- Worker Health and Safety Awareness
- First Aid/ CPR

PREFERENTIAL HIRING REQUIREMENTS:

- KSPFN encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with KSPFN' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration can self-identify themselves in their cover letter.
- Successful applicant must provide a current and up to date CPIC and vulnerable sector background check upon hiring.
- Successful applicant must provide a copy of their Diploma and other related certificates.
- Applicants must consent to a full background check upon hiring.

**PLEASE SUBMIT YOUR COVER LETTER AND A DETAILED RESUME
CLOSING DATE – July 23rd, 2024, AT 4:00PM**

**TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: Human Resources: Gatehouse Access – FULL TIME
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax: 519-786-2108**

A full Job Description is available please contact the Wyonna Bressette at hr.assistant@kettlepoint.org or call 519 786 2125 ext. 115 Interviews will be scheduled shortly after the closing date.

ONLY THOSE APPLICANTS WHO MEET THE QUALIFICATION STANDARDS AND REQUIREMENTS WILL BE INTERVIEWED. AN UPDATED CPIC AND A REFERENCE CHECK WILL BE REQUIRED FOR THE SUCCESSFUL CANDIDATE PRIOR TO FINAL CONFIRMATION OF EMPLOYMENT