



EMPLOYMENT OPPORTUNITY

A full job description may be requested at the Administration office.

Position:	Gatehouse and Patrol Supervisor
Program Area:	Property Management Agreement (PMA)
Reporting Protocol:	This position is under the direct supervision of the PMA Coordinator
Location:	Stoney Point (<i>former</i> Camp Ipperwash)
Posting Date:	Wednesday October 14 th , 2020
Closing Date:	Wednesday October 21st, 2020 at 4:00 p.m.

POSITION SUMMARY:

Reporting directly to the PMA Coordinator, the Gatehouse and Patrol Supervisor is a leadership position that contributes to the successful functioning of the Gatehouse and the team of Patrollers included in the annual work plan for the Property Management Agreement as outlined in the MOU between the Department of National Defense and the Chippewas of Kettle & Stony Point First Nation. He/she is responsible for the smooth running and Supervision of the Employees of the Gatehouse and Patrol Teams as well as administrative duties of the day to day operations of the Gatehouse and Patrol Teams of the Property Maintenance Agreement contract for the former Camp Ipperwash lands.

LEVEL OF AUTHORITY:

This position directly supervises the Gatehouse Access and Patrol Employees employed under the Property Management Agreement.

EDUCATION/ PROFESSIONAL REQUIREMENTS

- Preference to grade 12 diploma or equivalent
- Financial experience would be an asset;
- Previous project administration and management experience, especially the preparation of reports and briefing notes is an asset
- Previous experience supervising staff and confident to work independently with minimal supervision;
- Knowledge of Chippewas of Kettle & Stony Point First Nation administration policies and procedures, employment policies and procedures and Financial Management Board by-laws;
- General awareness related to the current DND, former Camp Ipperwash Investigation, Stony Point member relations, Ipperwash Park Lands Transfer and other related activities associated with the former Camp Ipperwash and the surrounding area;
- Proficient experience working with Microsoft computer applications- Microsoft Office, Excel and Outlook;

SKILLS REQUIRED

- Positive Human Relations/ Public Relations skills;
- Efficient Administration skills;
- Able to demonstrate organizational and time management skills;
- Must have a proficient level of communication skills, verbal and written;
- Good interpersonal relationship skills;
- Must possess a current and valid driver's license and dependable vehicle;
- 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)
- Preference given to Stony Point Residents

Application MUST include the following:

- *Cover letter, resume & three letters of reference*

Please submit your application in a sealed envelope marked "PMA: Gatehouse & Patrol Supervisor" to:
Chippewas of Kettle & Stony Point First Nation, 6247 Indian Lane, KSPFN, ON, N0N 1J1

Applications will be screened for interviews. The successful candidate must provide a Police Record Check (C.P.I.C) and willing to sign a background consent form.