



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION
EMPLOYMENT OPPORTUNITY
ON CALL CASUAL – SECOND POSTING

PROGRAM AREA:	PROPERTY MANAGEMENT AGREEMENT (PMA)
POSITION TITLE:	GATEHOUSE & BEACH ACCESS
REPORTING PROTOCOL:	REPORTS TO THE GATEHOUSE/PATROL SUPERVISOR AND OR/THE PMA COORDINATOR

POSITION SUMMARY: The Gatehouse Access is responsible for controlling access to the former Camp Ipperwash facilities and buildings to provide a safe environment and Beach Access. 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 Defence and the Chippewas of Kettle and Stony Point First Nation.

EDUCATION / PROFESSIONAL REQUIREMENTS:

- Grade 12 Diploma or equivalent
- 3 years of similar work experience would be an asset,
- Any licenses or workplace safety certifications would be an asset (ie. WHIMIS, Worker Health and Safety Awareness, CPR/First Aid, security guard training),
- Flexible to do shift work and work with minimal supervision,
- Ability to communicate effectively with the Gatehouse/Patrol Supervisor and/or PMA Coordinator, co-workers, visitors and outside agencies and contractors that enter the former Camp Ipperwash.

ABILITIES REQUIRED:

- Practical work experience in general maintenance duties;
- Flexible to work after-hours as necessary;
- Ability to effectively communicate
- Supervision and monitoring experience
- Basic clerical work for daily paper work required
- Maintain strict confidentiality at all times

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 SEALED APPLICATION, COMPLETE WITH A DETAILED RESUME
AND A MINIMUM OF THREE (3) WORK RELATED REFERENCES
BY UNTIL POSITION IS FILLED**

**ATTN: Wyonna Bressette HR Assistant – GATEHOUSE & BEACH ACCESS
Email to: hr.assistant@kettlepoint.org
Mail to: 6247 Indian Lane, Kettle & Stony Point First Nation, ON N0N 1J1
Fax to: 519-786-2108**

*For a full Job Description email the HR Assistant at: hr.assistant@kettlepoint.org
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.**