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## CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION EMPLOYMENT OPPORTUNITY - PART TIME POSITION

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<b>PROGRAM AREA:</b>	EDUCATION SERVICES
<b>POSITION TITLE:</b>	PUBLIC LIBRARIAN
<b>REPORTING PROTOCOL:</b>	REPORTS TO THE PRINCIPAL OR DESIGNATE

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**POSITION SUMMARY:** The Public Librarian provides services to library patrons and offers programs of benefit and interest to community members.

### **ABILITIES REQUIRED:**

- Work effectively with community members, youth and children, including those with special needs;
- Maintain pleasant working relationships with the Hillside School;
- Experience working with difficult people;
- Must be safety conscious;
- Good communication skills;
- Able to manage multiple tasks in a fast setting;
- Able to work under pressure, meet deadlines and maintain strict confidentiality;
- Task-oriented work style that requires minimal direction;
- Knowledge and understanding of Ojibway and local First Nation's culture;
- Being a positive role model through healthy lifestyles.
- Basic computer knowledge;
- Well-read and knowledge regarding various genre of literature;
- Working knowledge of Library Classification Systems and methods of cataloguing;
- Computer literate and familiar with online resources including Service Ontario and Services to Businesses;
- Skills in database management required to update and maintain the library database;
- Excellent written and oral communication skills essential for daily interaction with the public;
- Must be reliable and possess the ability to work independently;
- Must be able to work flexible hours including evenings.

### **EDUCATION/PROFESSIONAL REQUIREMENTS:**

- Grade 12
- Public Librarian experience is an asset
- Completion or willingness to complete courses in Library Management and other relevant library courses through the Excel program offered by the Ontario Library Association;

### **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 AUGUST 11<sup>th</sup>, 2022 BY 4:00PM**

**ATTN: HR Department – Public Librarian**

**Email to: [hr.assistant@kettlepoint.org](mailto: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](mailto: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.**