



CHIPPEWAS OF KETTLE & STONY POINT FIRST NATION

EMPLOYMENT OPPORTUNITY GATEHOUSE ACCESS – FULL TIME

PROGRAM AREA: IMPLEMENTATION AND PROPERTY MANAGEMENT
POSITION TITLE: GATEHOUSE ACCESS
REPORTING PROTOCOL: REPORTS TO DIRECTOR OF IMPLEMENTATION & PROPERTY MANAGEMENT

POSITION SUMMARY: Reporting directly to the PMA Coordinator the Gatehouse Access is responsible for controlling access to the former Camp Ipperwash facilities and buildings to provide a safe environment. The Gatehouse Access is responsible for assisting with supervising visitors and ensuring awareness of related procedures and protocols. The Gatehouse Access will be required to perform general maintenance duties to coincide with the Memorandum of Understanding between the Department of National Defense and the Chippewas of Kettle and Stony Point First Nation.

EDUCATION/PROFESSIONAL REQUIREMENTS:

- Preference will be given to successful candidates with a 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

SKILLS REQUIRED:

- MUST BE ABLE TO WORK NIGHT SHIFT POSITION
- 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.

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 CPIC/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 DETAILED RESUME
BY CLOSING DATE – DECEMBER 2ND, 2024

TO: Chippewas of Kettle & Stony Point First Nation,
ATTN: HR – Gatehouse Access

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: contact 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