



## SCREENER

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### Part-Time Contract Position

**Department:** Health Services

**Posting Date:** December 16, 2021

**Location:** Garden Village, ON

**Schedule:** 2-5 days per week

**Job type:** Temporary Contract Position

**Expected Start Date:** Immediately

**Expected Contract Date:** Until Late March 2022, with possibility of extension

**Vacancies:** 2

**Starting Wage:** \$17.00/hour, bonus paid based on hours worked following successful completion of contract

### Application Deadlines

Nipissing First Nation adheres to the following process for our recruitment practices.

#### **Closing Friday, December 31, 2021, at 4:30 PM - 1st Round**

- Opportunities are open to all registered Nipissing First Nation members. Please include your status in your application.
- If no suitable candidate is found, the process will proceed to Round Two.

#### **Closing Friday, January 14, 2022, at 4:30 PM - 2nd Round**

- Opportunities are open to spouses of registered Nipissing First Nation members and registered members of other First Nations. Please include your status in your application.
- If no suitable candidate is found, the process will proceed to Round Three.

#### **Closing Friday, January 28, 2022, at 4:30 PM - 3rd Round**

- Opportunities are open to all applicants.
- The posting will be open until filled.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to [resumes@nfn.ca](mailto:resumes@nfn.ca) no later than 4:30pm on the application deadline noted above.

### What you'll do in the role

- Greet visitors at the designated entrances
- Ensure staff and visitors are following proper precautionary measures
- Provide masks to visitors and ensure hand sanitizer is used upon entering
- Utilize screening tools and review proof of vaccination to assess eligibility for entrance
- Adhere to health and safety measures
- Other duties as assigned by supervisor

**A few reasons to join Nipissing First Nation**

- Opportunity to work with a dynamic team with career growth across multiple departments.
- Nipissing First Nation prides itself on providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role.
- Casual dress.

**What you bring to the table**

- Respect for Indigenous culture and willingness to learn Ojibway.
- Must have strong organizational skills and ability to accurately record information.
- Good customer service skills, courteous and tactful in dealing with the public.
- Ability to communicate effectively and concisely, both verbally and in writing.
- Ability to act professionally and work with minimal supervision.
- Ability to work flexible hours including some evenings and weekends, as required.

***Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.***

**Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.**