



Position: Community Support Worker Assistant	Accountability: Community Support Worker and Employment Counsellor
Hours of Work: 32 hrs/week	Employment Status: Summer Student – 16 weeks May 6 th to August 23, 2019
Circulation Level: Level I	Preferences: MFN Band Member must be a student or post secondary

Community Support Assistant:

Key Job Functions

Coordination and Delivery of Programs and Workshops

- To assist the Community Support Service Worker coordinate logistics of program projects, workshops and events.
- To assist the Community Support Service Worker in developing, organize and facilitate parenting.
- To assist with the coordination, planning and organization of cultural activities for the program.
- Actively participate on team meetings.
- To assist in coordinating community events such as Family Swim, Fishing Derby, Seasonal Feasts, Christmas Food Baskets, etc.
- To assist in the operations of the Food Bank.

Administration / Reporting

- Ensure completion of administration tasks as required.
- Prepare an annual work plan and monthly reports to supervisor.

QUALIFICATIONS

- Be between 15 and 30 years of age at the start of the employment.
- Have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*⁵.
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Education and Experience

- Must be in school and returning to school in the fall.
- Must be looking to take social work in school.
- Experience working with aboriginal people, organizations and communities.
- Must provide a clear Vulnerable Sector Check from the Canadian Police Information Center.
- Knowledge of Mississauga First Nation programs and services.
- Knowledge and understanding of Aboriginal culture and traditions.
- Must submit a copy of your current school report card/transcripts and attendance records

TO APPLY: Customize your cover letter and resume to the duties, experience, expectations and qualification listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us in your application during screening. **Successful candidates who receive interviews must provide copies of their education qualifications and certifications at the time of interview.** Please note that all interviews will be **in person**. If you would like a copy of the full job description and/or are interested in applying you may submit your covering letter, resume and three (3) work related references to:

Mississauga First Nation

P.O. Box 1299 Blind River, Ontario P0R1B0

Attention: Robert Morningstar – Employment Counsellor

Marked: **CONFIDENTIAL**

EMAIL: robertmorningstar@mississaugi.com **FAX:** 705-356-1740

Deadline: Thursday April 18th, 2019 at 4:30 pm

Thank you to all applicants; however, only those selected for an interview will be contacted.