

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O. Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY COVID-19 RESPONSE WORKER

FT/PT Position: 1 Full-time Term Position (ends March 31, 2020)

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Resource Manager (Anishinaabe Abinoojii Family Services)

Closing Date: Friday, October 2, 2020

Summary: The COVID-19 Response Worker will provide resources to Wabigoon Lake Ojibway Nation to address the needs of the community and administration in respect to risk management, safety, and support with COVID-19. This position will be accountable to Anishinaabe Abinoojii Family Services.

Duties:

- Ensure all facilities are following mitigation plans and procedures, and reporting any unsafe conditions immediately.
- Assist in planning, purchasing, stocking, and restocking of COVID-19 supplies.
- Follow up with employees, clients, and suppliers, as needed.
- Be knowledgeable and able to provide ongoing training on hygiene and COVID-19 protocols to various staff and community members as necessary.
- Keeping up to date on COVID-19 related regulations and region information.
- Attend and host COVID-19 update meetings with other service providers in WLON and/or in the community to address client needs.
- Ensure safe working practices and reporting.
- Respond promptly and respectfully to requests for assistance, including emergency calls, phone calls, e-mails, and in-person requests.
- Provide a consistently high standard of care and support for WLON administration, clients, caregivers, family members, and overall community.
- Assist in preparing food packages, cleaning supplies, and activity projects.
- Assist and support all COVID-19 procedures, plans, and needs of the community.
- Serve as a relief staff member if necessary.

Qualifications:

- Completion of Grade 12 diploma/G.E.D. or equivalent is required.
- Experience in a human services role and fast-paced environment within a social service setting required.
- Must possess a valid G Class driver's license and access to a reliable vehicle.
- Be dependable and reliable.
- Ability to work flexible hours, including evenings, weekends, and holidays.
- Excellent communication skills, both verbal and written, and the ability to effectively communicate with others.
- Excellent organizational and time management skills with the ability to plan accordingly to fluctuating project timelines and goals.
- Understanding and adhering to privacy and confidentiality standards.
- Proficient in computers and relevant software, including Microsoft Office.
- Must be willing and able to provide Criminal Reference and Vulnerable Sector Checks.
- Ability to speak Anishinaabemowin is considered an asset.
- Wabigoon Lake Ojibway Nation Band member is an asset.

Please submit an updated Cover Letter, Resume, and 3 References by: **Friday, October 2, 2020 at 4:00 p.m.**

Applications can be submitted by e-mail to:

Wabigoon Lake Ojibway Nation

Attention: Human Resources

RR#1, Site 115, P.O. Box 300

Dryden, ON. P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED.

MUST BE WILLING TO SUBMIT TO PRE-EMPLOYMENT DRUG TESTING.

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.