



# AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

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## EMPLOYMENT OPPORTUNITY

**Position Title:** Summer Student – Children & Youth Services Assistant (Post-Secondary)

**Location:** Sarnia, ON

**Duration:** 35 Hours/week (July 4<sup>th</sup>, 2023 - August 25<sup>th</sup>, 2023)

**Posting Closes/Deadline:** June 19<sup>th</sup>, 2023

**Interview Date(s):** June 22<sup>nd</sup> & 23<sup>rd</sup>, 2023

### **Position Summary:**

Responsible to the Children / Youth Services Supervisor and under the clinical supervision of the Communication Disorder Assistant and Occupational Therapy Assistant, the Children & Youth Services Assistant provides administrative assistance to the department as a whole.

### **Knowledge, Skills & Abilities:**

- Exhibits a high degree of initiative and self-direction.
- Can accept direction, yet work independently once tasks are assigned
- Work well in team environment
- Excellent oral and written communication skills
- Have an interest in working with children
- Must be able to remain polite, patient, and tactful when dealing with difficult people.
- Good organizational and time management skills.

### **Requirements:**

- First Aid/CPR Training
- Health & Safety/WHMIS Training
- Budgeting Training
- Customer Service Training
- Resume Building Training
- Interview Skills training
- Must be a student enrolled in a post-secondary school and returning in the fall.
- Must have a Social Insurance Number
- Under the age of 30
- Preference given to Aamjiwnaang First Nation Band Member

**Application Process:**

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to:

Aamjiwnaang First Nation  
978 Tashmoo Avenue  
Sarnia, ON  
N7T 7H5

Attention: Ashley Fisher  
Human Resources Officer

Or

[humanresource@aamjiwnaang.ca](mailto:humanresource@aamjiwnaang.ca)

Or

519-336-0382 fax