



Constance Lake Education Authority

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P.O. Box 5000
Constance Lake First Nation
Constance Lake, Ontario
P0L 1B0

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EMPLOYMENT OPPORTUNITY

Posting date: June 01, 2020

Constance Lake Education Authority Board is accepting applications for (1) One

Daytime- Weekend Security

Location: Mamawmatawa Holistic Education Centre

Start Date: As soon as possible

OVERVIEW:

Constance Lake Education Authority is seeking (1) one highly motivated and reliable individual who will provide security to MHEC School and Buildings for daytime-weekends only. **This is a temporary Part-Time position for up to 3 months, with a possible extension.**

QUALIFICATIONS:

- Minimum Grade 12 or equivalent education or training
- WHMIS Certification
- First Aid and CPR Certification
- Ability to work with limited supervision
- Knowledge of school set-up and organization
- Knowledge of building and property management
- Must possess good oral and written communication, some computer knowledge is an asset
- Good knowledge of safety regulations
- Must be in good physical condition and health
- Must submit a Criminal Record Check according to CLEA policies
- Must undergo and pass a Drug and/or Alcohol test

Closing Date: Opened until filled

DUTIES AND RESPONSIBILITIES:

For job details of the Job description, please contact Joanne Martin at the Administration office via email at joanne.martin@mhec.education

Interested persons should send in their resume, cover letter and three references either by mail, email or fax # 705-463-2077

Joanne Martin, Administrative Assistant
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- Only candidates selected for interviews will be contacted