



HIAWATHA FIRST NATION

EMPLOYMENT OPPORTUNITY

Position Title: Drinking Water Safety Monitor

Location: Hiawatha, ON

Duration: Part-Time

Posting Closes/Deadline: December 14, 2018

Tentative Interview Date: December 17-21, 2018

Salary Range: TBD

About Us:

Hiawatha is a vibrant First Nation community located on the beautiful north shore of Rice Lake. We are located approximately 20 minutes from Peterborough, ON and 45 minutes from Cobourg, ON. There are approximately 638 registered citizens with approximately 235 residing in Hiawatha. In the summer months our population increases significantly. Hiawatha is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity and growth.

Position Summary:

The Drinking Water Safety Monitor is responsible for collecting and testing water on Hiawatha First Nation, reporting concerns and ensuring equipment is functioning properly and notifying the appropriate people. The Drinking Water Safety Monitor is also responsible for providing a variety of educational materials and opportunities for all citizens of Hiawatha to learn about safe drinking water. The incumbent must follow the strategic plans of the organization, adhering to the HFN vision and values.

Main Responsibilities:

- Creating public awareness campaigns about water;
- Creating materials re: safe water and distributing by a variety of means;
- Creating activities, festivals, communication boards and other interactive ways for citizens to learn about water, appealing to all ages and levels;
- Developing a database and sharing information on best practices for water safety;
- Participating in public presentations, forums or other venues that promote safe drinking water;
- Ensuring that Boil Water Advisory and other notices of Public Health in relation to water are communicated effectively and efficiently to ensure public safety;
- Advising and assisting citizens on what a Boil Water Advisory means and how they can stay safe.
- Monitoring drinking water using an appropriate testing equipment;
- Collecting samples for testing and performing tests and/or taking to health unit;
- Organizing water sampling schedules for all Hiawatha First Nation test sites;
- Documenting and maintaining accurate and detailed logs of all pertinent information as required;
- Communicating test results, information and education to residents as required;
- Other administrative tasks;
- Other duties as required;
- Promote the vision, mission and values of Hiawatha First Nation.

Requirements:

- Post-Secondary Diploma in Water Quality Monitor, Environmental Monitor or another relevant field preferred;
- Certificate or willing to obtain certificate in Operator-in-training required;
- Environmental Professional designation considered an asset;
- Minimum one-year relevant experience; or
- A combination of education, training or work experience which Hiawatha deems to be equivalent
- Experience in a First Nations setting preferred

We, the Mississaugi of Hiawatha First Nation, are a vibrant, proud, independent and healthy people balanced in the richness of our culture and traditional way of life.

- Must provide a clear CPIC and VSC (documentation will be required if successful applicant)
- Valid Driver's License and vehicle

Knowledge, Skills and Abilities:

- Experience with computer programs (i.e. Microsoft Office, database, email, etc.)
- Experience with common office equipment and working in an office environment
- Able to read GIS maps, schematic diagrams and blue prints
- Ability to deal with clients using utmost tact and diplomacy
- Knowledge of codes, legislation and programs as they relate to a First Nations and water (i.e. Safe Drinking Water for First Nations Act, Canada Water Act, etc.)
- Knowledge of Indigenous histories (i.e. residential school, sixties scoop, colonization & impacts)
- Ability to work within tight deadlines
- Ability to work as an individual and as part of a team
- Well developed interpersonal, public relations and relationship building skills
- Excellent organizational, time and file management skills
- Ability to maintain strict confidentiality
- Ability to prepare material and speak to groups about water education

Behavioural Competencies:

- Empathetic and non-judgemental
- Honest, respectful and trustworthy
- Indigenous-centered service approach
- Results Oriented
- Personal Effectiveness
- Dedication to continuous learning and self-improvement
- Demonstrate sound work ethic
- Demonstrate keen attention to detail
- Proven ability to work with people of diverse education, cultural and language backgrounds

Working Conditions:

- Walking, sometimes in uneven terrain
- Carrying and lifting up to 50 lbs
- Working outside in inclement weather
- Local travel with some extended travel from time to time
- Interaction with employees, management and the community
- Occasional overtime or requirement to work in the evenings

Application Process:

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Hiawatha First Nation
123 Paudash Street
Hiawatha, ON
K9J 0E6
ATTN: Kelly Maracle, HRC

By email: hr@hiawathafn.ca

By fax: 705-295-4424

For more information about us, please check out our website www.hiawathafirstnation.com

- *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- *Hiawatha is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- *Late applications will not be considered*
- *Hiawatha is an equal opportunity employer, as well, Hiawatha references Canada's Aboriginal Employment Preferences Policy*