



OCHAPOWACE

P.O. Box 550, Whitewood, Saskatchewan, S0G 5C0
Phone: (306) 696-2425 Fax: (306) 696-2426

Housing & Public Works

Ochapowace Nation – Job Posting

Position: Maintenance / Administration
(2) Housing Internship for Indigenous Youth (HIY)

Status: (Term Position) August 2021 - March 31, 2022

PURPOSE OF THE POSITION:

The Housing Assistant works under the supervision of the Housing & Public Works Manager. This position is responsible for performing a variety of maintenance & administrative duties to provide a courteous service to community members, visitors and staff. This position assists in the overall cleanliness and organization of the office and community.

DUTIES AND RESPONSIBILITIES:

- Assisting with scheduling meetings and correspondence,
- Assisting clients and staff, organizational support, maintaining files, record keeping and general knowledge of various computer programs, maintaining cleanliness in the office

EDUCATION & EXPERIENCE: Preference will be given to youth candidate; the youth must be between the ages of 17 - 30 and **out of school and not employed for at least six months**. The youth cannot be in receipt of Employment Insurance benefits before the start of the internship. The youth must live on reserve.

KNOWLEDGE, SKILLS AND ABILITIES: Microsoft Office applications, creative thinking, problem solving, planning and analytical skills, good decision-making skills, interpersonal and communication skills both written and verbal; ability: to work within a team, proven ability to work on multiple projects with competing demands to meet deadlines.

Criminal Record Check and Prohibited drug test required if selected.

Application deadline: July 30, 2021

Please send resume and cover letter electronically to: hr@ochapowace.ca

Attention: Tanya Bear, Human Resource Manager