



## Casual On-Call Opportunities Cowichan Tribes – Various Departments

**PURPOSE:** Cowichan Tribes invites applications to develop a casual, on-call or temporary work list for a variety of positions and departments. Applicants will be placed on the list for up to six (6) months and will be required to re-apply six (6) months after their submission date.

**QUALIFICATIONS:** Employees hired to fill casual, on-call or temporary work positions will be responsible for fulfilling the minimum qualifications. All position will require the following:

- Understanding and / or willingness to learn the Cowichan Tribes culture, traditions and customs
- Strong written, verbal and interpersonal skills
- Proven ability to uphold confidentiality as it relates the role and department
- Criminal Record Check will be *required* for the following departments: health, education, and child / family sectors
- Valid BC Class 5 or 7N Drivers' license considered an asset unless otherwise stated

### **Administrative Roles / Receptionists**

- Completion of Grade 12 or equivalent; Certificate in Office / Business Administration
- Proficient in Microsoft Office programs
- Ability to prioritize, organize, problem-solve and effectively handle multiple tasks

### **Janitors**

- Completion of Grade 12; Building Service Worker Certificate or a combination of education / experience
- Certified in WHMIS, Standard First Aid / CPR

### **Maintenance Workers**

- Completion of Grade 11; Building Maintenance Worker Certificate or a combination of education / experience
- 2 years' experience in a general maintenance role
- Certified WHMIS and Standard First Aid / CPR
- Valid Class 5 BC Drivers' License is mandatory

### **Early Childhood Educators / Teaching Assistants**

- Early Childhood Education or Child and Youth Care Diploma is required
- Infant / Toddler and / or Special Needs Certificate
- Certified in child-oriented First Aid / CPR

### **Teachers**

- Bachelor of Education Degree and current membership with the Teacher Regulation Branch
- 2 years' teaching experience with First Nations students

### **Cooks / Kitchen Helpers**

- 6 months' cooking related experience
- Culinary Arts Certificate through a recognized vocational institution
- Certified in First Aid / CPR-C, Food Safe Level 1 or 2, and WHMIS

### **Bus Drivers**

- Completion of Grade 12; BC School Bus Driving Training certificate is an asset
- Valid Class 2 BC Driver's License with air brake endorsement required (please attach)
- Current and Clean Driver's Abstract required (please attach)

### **Personal Care Attendant**

- Residential Care Attendant Certificate
- Certified in Standard First Aid / CPR and Food Safe
- Valid Class 5 BC Drivers' License is mandatory
- Willing to work flexible hours with limited notice, including evenings and weekends
- Experience or familiarity Tse'wulhtun Health Centre programs and personal care responsibilities

*Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.*

**Attention:** Reference No. CT HR CASUAL 0118  
Human Resources Department, Cowichan Tribes

**Email:** [resume@cowichantribes.com](mailto:resume@cowichantribes.com)

**Website:** <http://www.cowichantribes.com/employment>

**Deadline:** On-Going

*Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.  
We thank all applicants in advance but only those selected will be contacted.*