



Cowichan Tribes **Casual On-Call Opportunities**
Human Resources Department
Cover letter and resume are only accepted via email:
resume@cowichantribes.com

Reference No.: **CT-HR-CASUAL-2022**

PURPOSE: Cowichan Tribes invites resume applications to develop a casual, on-call or temporary work list for a variety of positions and departments. These opportunities are on-call and as needed basis. This list is shared with all Cowichan Tribes Departments.

QUALIFICATIONS: Employees who are called upon for on-call casual work opportunities will be responsible for fulfilling the minimum qualifications. All positions 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 to the role and department
- A valid BC Driver License, Class 5 preferred unless otherwise stated
- A current Criminal Record Check (CRC) may also be required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. **All individuals must show Proof of Vaccination as a mandatory condition of their employment.**

APPLICATION SUBMISSION: Interested applicants are invited to submit a detailed cover letter clearly outlining how you meet the qualifications listed, include the position title you are applying for, and a current resume. Please also include the reference number in the email subject line. Your application is active on this list for six months; you can remove your name by emailing the above email address at any time. To renew your status on this list please send in a new cover letter and resume.

Submissions are accepted via:

Email: resume@cowichantribes.com

Cowichan Tribes Website: <http://www.cowichantribes.com/member-services/human-resources/employment-services>

General Enquiries: 250-748-3196 Ext: 1100

LIST OF CASUAL ON-CALL OPPORTUNITIES

ADMINISTRATIVE CLERK AND / OR RECEPTION: Office or Business Administration Certificate; completion of Grade 12 or equivalent; proficient in MS Office programs; ability to communicate, prioritize, organize, problem solve, and multitask.

COOK/KITCHEN HELPER: Culinary Arts Certificate through recognized institution; (6+) months cooking related experience; current and valid certificates in First Aid with CPR, Food safe Level 1 or 2, and WHMIS

DRIVER: Elders Program: Valid Class (4) BC Driver's License, current clean drivers abstract, valid standard First Aid with CPR
School Bus Driver: BC School Bus Training Certificate; completion of grade 12; valid Class (2) BC Driver's License with air brake endorsement, and current clean drivers abstract.

EARLY CHILDHOOD EDUCATOR / TEACHING ASSISTANT: Diploma in Early Childhood Education (ECE) or Child & Youth Care (CYC); certificate in Infant/Toddler and / or Special Needs; valid child oriented First Aid with CPR.

JANITOR: WHMIS certification required; Building Services Worker (BSW) Certificate preferred. Completion of grade 12; current and valid certificates in First Aid with CPR is an asset.

MAINTENANCE WORKER: Building Maintenance Worker (BMW) Certificate preferred or experience within this field; completion of grade 11; current and valid certificate of WHMIS and standard First Aid with CPR; valid Class (5) BC Driver's License and current clean drivers abstract.

PERSONAL CARE WORKER: Certificate in Residential or Home Care Attendant (aka RCA & HCA); valid standard First Aid with CPR and food safe; valid Class (5) BC Driver's License and current clean drivers abstract.

TEACHER: Bachelor of Education and current membership with the Teachers Regulation Branch required; experience teaching First Nation students is preferred.

YOUTH WORKER: Certificate or Degree in Child & Youth Care or Social Work; completion of grade 12; (1) year experience with youth is required; valid standard First Aid with CPR and food safe; ASIST Certificate is considered an asset; valid Class (5) BC Driver's License and current clean drivers abstract.

HOW TO APPLY: *Interested applicants are invited to submit a current resume and a detailed cover letter. Applications must be sent to Human Resources by email with the Reference Number in the subject line of your email.*

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