



Cowichan Tribes Casual/On-Call Opportunities
Human Resources Department
Cover letter & resumes are only accepted by email:
resume@cowichantribes.com
Reference No CT HR Casual 0519

PURPOSE:

Cowichan Tribes invites 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 in for on call work 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 B.C. driver license**, class (5) preferred unless otherwise stated
- A recent **Criminal record check (aka CRC)** may also be required

APPLICATION SUBMISSIONS:

Interested applicants are invited to submit a detailed cover letter clearly stating how you meet the qualifications listed, include the position title you are applying for, a current resume. Please also include the reference number in the emails subject line. Your application submission 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 through:

Email: resume@cowichantribes.com

Or Cowichan Tribes website at

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

ADMINISTRATIVE CLERK – RECEPTION: Office or Business Administration Certificate; completion of grade 12 or equivalent; proficient in Microsoft programs; ability to prioritize, organize, problem solve and multi task.

COOKS – KITCHEN HELPERS: Culinary Arts Certificate through recognized institution; (6) months cooking related experience; current and valid certificates in First Aid with C.P.R. – Food Safe Level 1 or 2 – WHMIS

DRIVER:

ELDERS/PROGRAM: Valid B.C. driver license Class (4); current clean driver abstract; valid Standard First Aid with C.P.R

SCHOOL BUS: B.C. School Bus Training Certificate; completion of grade 12; Valid B.C. driver license Class (2) with air brake endorsement; current clean driver abstract

EARLY CHILDHOOD EDUCATORS/TEACHING ASSISTANTS: Diploma in Early Childhood Education or Child & Youth Care; Certificate in Infant-Toddler and/or Special Needs; valid child oriented First Aid with C.P.R.

JANITOR: Building Service Worker Certificate preferred; completion of grade 12; valid certificates of WHMIS and Standard First Aid

MAINTENANCE WORKER: Building Maintenance Worker Certificate preferred or experience within this field; completion of grade 11; valid certificates of WHMIS and Standard First Aid with C.P.R.; valid B.C. driver license Class (5) and current clean driver abstract

PERSONAL CARE WORKER: Certificate in Residential or Home Care Attendant (aka RCA & HCA); valid Standard First Aid with C.P.R. and Food Safe; valid B.C. driver license Class (5) and current clean driver abstract

TEACHER: Bachelor of Education and current membership with the Teacher Regulation Branch; minimum (2) years' experience teaching First Nations students

YOUTH WORKER: Certificate or Degree in Child & Youth Care or Social Work; completion of grade 12; (1) year experience working with youth is required; valid certificates of Food Safe and Standard First Aid with C.P.R.; ASSIST Certificate is an asset.

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