



Niijaansinaanik Child and Family Services

Niijaansinaanik Child and Family Services is a provincially designated Child Well-Being Agency that provides Prevention and Protection, Child and Family services that reflect values, beliefs and principles rooted within the Anishinabek culture. We serve the communities of Wahnapiatae, Dokis, Henvey, Magnetawan, Shawanaga, and Wasauksing First Nations.

JANITORIAL SERVICES CONTRACTS – 2 Positions NEEDED IMMEDIATELY

The Janitorial Contractor provides cleaning services for various offices of Niijaansinaanik Child and Family Services. The Janitorial Contractor will be responsible for ensuring that the offices are cleaned and in good condition. The services are to be completed after 4:30 p.m. each workday of the week, to ensure that staff return each morning to a clean workspace.

Qualifications

Minimum Education

- High school diploma or general education degree

Minimum Experience

- Must be able to do physical work and operate power equipment normally found in janitorial operations
- Attention to detail
- Ability to follow schedules and keep commitments
- Ability to demonstrate professionalism
- Must be able to manage time efficiently

Responsibilities

- Cleaning building floors by sweeping, mopping, scrubbing or vacuuming them
- Remove waste, empty trash and recycling where available
- Clean and supply restrooms
- Submit supply orders when needed for cleaning supplies and/or tools

Minimum Requirements

- Must provide a clear Police Records Check
- Must provide a Class 'G' Ontario Driver's Licence, have access to a vehicle and have the ability to travel

Work Site Location:

- 1 position: 1 Mukwa Miikaan & 14 Village Road, Magnetawan First Nation
- 1 Position: 295 Pickerel River Road, Henvey Inlet FN & 2344 Hwy 69, Byng Inlet

Niijaansinaanik is committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. Please submit your resume and cover letter along with three work related references to:

Bonnie Reid, Director of Human Resources
Niijaansinaanik Child and Family Services
940A Main Street, Dokis First Nation, ON P0M 2N1
Email to: careers@nijjcs.com or fax to (705) 223-7439

Application deadline is: **Open until filled**

Preference will be given to applicants of Native ancestry, please self-identify.

We thank all those applicants for their interest, however, only those selected for an interview will be contacted.

For a more detailed job description, please contact

Human Resources at careers@nijjcs.com

or call (705)923-8400.